



Washington State Department of
Enterprise Services



HRMS Garnishments Training Guide

Garnishments

Classroom Introductions

Welcome to HRMS Garnishments

Participant Introductions

- Security
- Restrooms
- Participant Lounge
- Building Evacuations
- Messages
- Cell Phones
- Computers

• Name

• Agency

• Role

• Goal(s) for class



Course Objectives

Upon completion of this course, you will be able to:

- Understand the new terms and concepts specific to garnishment processing
- Create a garnishment
- Process a garnishment adjustment
- Release a garnishment
- View garnishment information



Training Materials

The following training materials and tools are used:

- **HRMS Training Guide:** Designed to introduce you to HRMS navigation terms and concepts and to provide the necessary information to complete the activities and exercises throughout the course.
- **HRMS Activity Guide:** Designed to provide you with activities and exercises that help solidify your understanding of concepts learned in the course and also provide you with an opportunity to use HRMS.



Training Tools

■ **HRMS On-line Quick Reference (OLQR):** On-line help that provided you with step-by-step instructions designed to help you complete tasks in HRMS.

The screenshot shows the HRMS On-Line Quick Reference (OLQR) page. At the top, there is a navigation bar with links: Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar. Below this is the HR logo and the text "Washington State Department of Personnel". A search bar with a "GO" button is also present. A horizontal menu contains links: Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The "Payroll - HRMS" section is highlighted in green. On the left, a sidebar lists: HRMS Support, Payroll Calendars & Schedules, HRMS-Related Training, On-Line Quick Reference (selected with a right arrow), and Personnel/Payroll Association. The main content area is titled "On-Line Quick Reference" and contains the following text: "The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS). It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and glossary." Below this text is a bulleted list of links: Functional Areas and Roles, Job Aids, HRMS Reports, User Procedures, Course Manuals, Glossary, and HRMS Communications. At the bottom of the main content area is a link for "HRMS Data Definitions Project »". On the right side, there are three yellow boxes: "Portal Access" with links for HRMS/BI Portal (SSO) and HRMS/BI Portal (All); "Related Links" with a link for Acronyms; and "Related Documents" with a link for HRMS Upgrade Impacts. At the bottom right, there is a "Contact Us" box with the phone number 360-664-6400 or E-Mail. At the very bottom, there is a search bar labeled "Search OLQR" with a dropdown menu and a search icon.

Website address:

<http://hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

Introduction to Garnishments

Introduction to Garnishments

Upon completion of this section, you will be able to:

- Define new terms and concepts specific to garnishment processing.
- Describe the overall payroll process and how garnishments are completed and processed in HRMS.
- Define the roles that relate to this course.

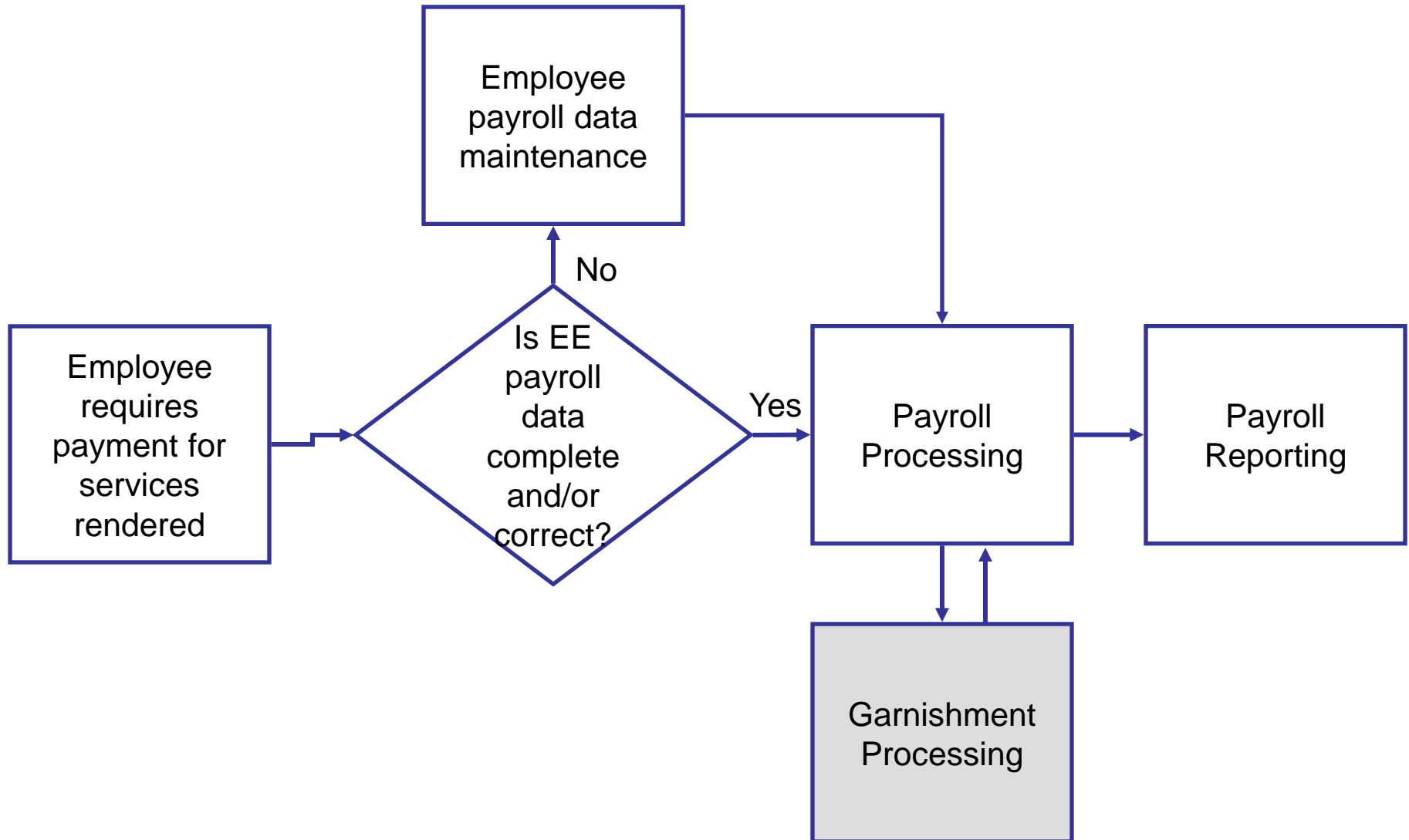


Key Terms

Term	Description
Garnishment Master Data	Includes garnishment type, vendor and start date.
Infotype	Screens within a transaction that are used to enter employee information and group related data fields together. An example of an infotype: Garnishment Document (0194).
Master Data	This is essential personnel information that includes personal and organizational data which is unique to each employee.
Wage Type	It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.



Payroll Overall Process Flow



Garnishment Roles

- Roles determine what a person can access, display, and change within the system.
- State of Washington uses the following roles for Garnishments:
 - Garnishment Administrator
 - Financial Approver
 - Central Agency Inquirer



Garnishment Roles Cont'd.

Role	Responsibility
Garnishment Administrator (Agency Role)	Creates and maintains employee garnishment information for new and existing employees.
Financial Approver (OFM)	Approves new vendors (payees for the garnishment)
Central Agency Inquirer (DES)	Enters the vendor information into HRMS to be used.



Garnishments Benefits

- Unique infotypes specific to garnishment processing
- Automatic calculations
- “Start” and “To” dates allowing deductions to stop automatically.
- Allows stacking of multiple garnishments
- Multiple status options to reflect the reason for stopping a garnishment
- Two deductions for IRS delinquent tax (reducing the number of deductions to the IRS)
- Most child support payments paid through one vendor
- Writs are transferred via journal voucher to General Ledger 5189 with one vendor (payee)



Review Questions

1. What is the one Agency Garnishment Role?

Garnishment Administrator

2. Define Garnishment Masterdata?

Data specific to the garnishment. For example: the start date of the garnishment, the case number and vendor.

-
-
-
-



Create a Garnishment

Create a Garnishment

Upon completion of this section you will be able to:

- List the different categories of garnishments.
- Explain the garnishment process flow.
- List the infotypes associated with garnishments.
- Create a garnishment.



Categories of Garnishments

Garnishment Document Categories	Examples
• Creditor-Court (C)	Wage assignments (educational loans, court orders, bankruptcy orders.
• Federal Tax (F)	Federal delinquent tax levy.
• Federal Tax (G)	Federal garnishments that are not tax related.
• State Tax (T)	State delinquent tax.
• Support (S)	Child Support, spousal support and alimony.
• Voluntary (V)	Voluntary wage assignment.
• Writ (Accrued) (W)	60 day writs of garnishment.
• Federal Tax Notification (N)	Federal tax notice of payment agreement.



Priority Order of Deductions

1. Mandatory Deductions:

= Withholding Tax (Income tax, OASI, Social Security)

= Retirement (Regular contributions, and adjustments – deduction from net)

= Net Overpayments

2. Court Ordered Deductions:

= Garnishments and Fees

Including Wage Types

* 3005 Writs

* 3010 Creditor

* 3020 Alimony/Support

* 3030 Levy

* 3031 Notification

* 3040 Service Charge



Priority Order of Deductions cont'd.

3. Payments to the State Deductions:

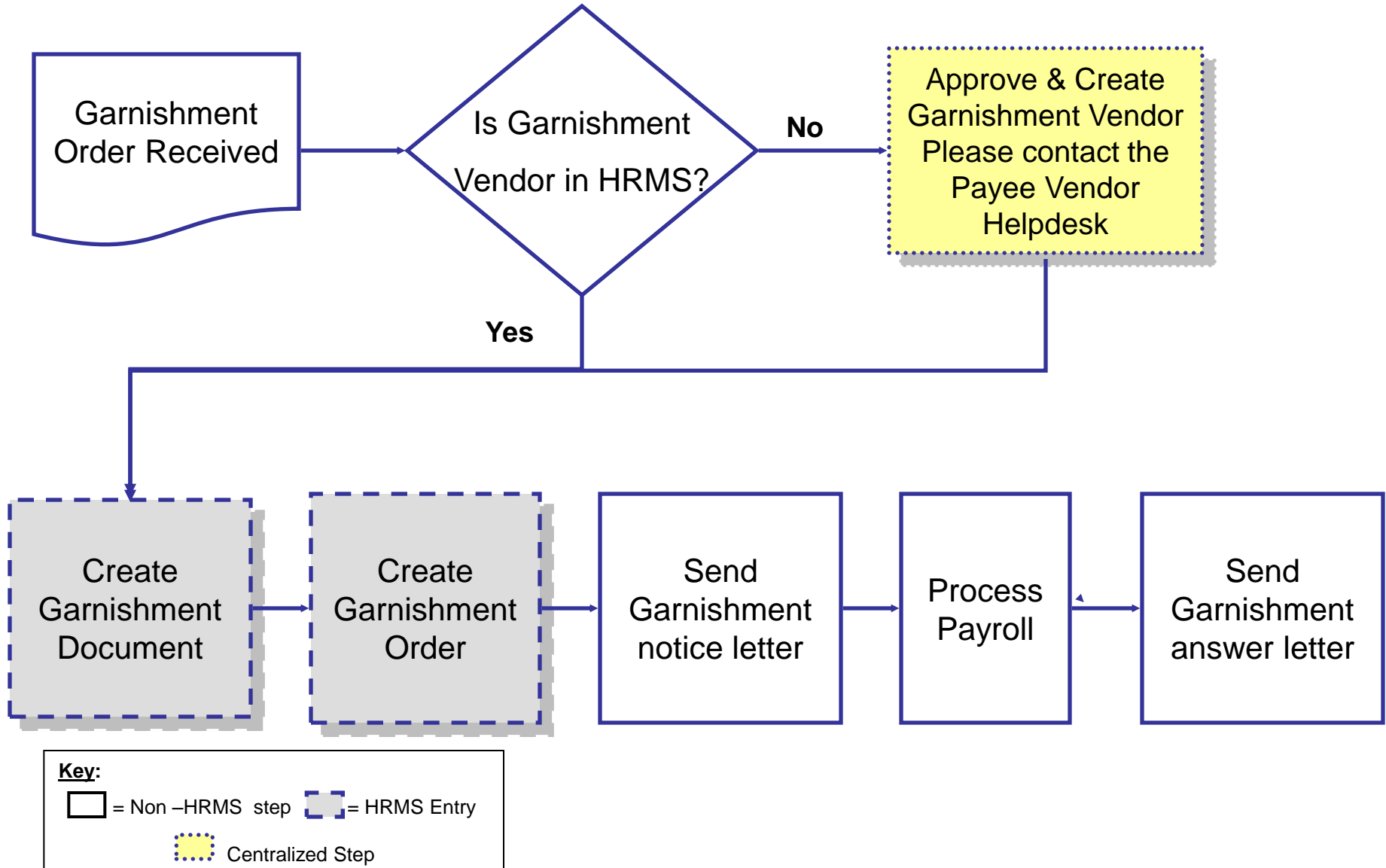
- = Health/Dental
- = Union Organizational payments
- = Payments to the State (parking/meals/lodging/excise tax)

4. Employee Discretionary Deductions:

- = Health (Other), Life Ins, LTD and Autohome
- = Def Comp/Dependant Care/403B/401K
- = Credit Unions and banks
- = Restoration of Retirement
- = Other Insurance (Non-HCA), Savings Bonds, Unique Programs (GET Program)
- = Combined Fund Drive, and other employee funds and associations.



Garnishment Process Flow



Garnishment Infotypes

■ ***Garnishment Document (0194)***

- Used to create and store garnishment information including:
 - Status (pending, active, released, etc)
 - Garnishment category
 - Dates
 - Priority
 - Vendor Information
 - Originator Information



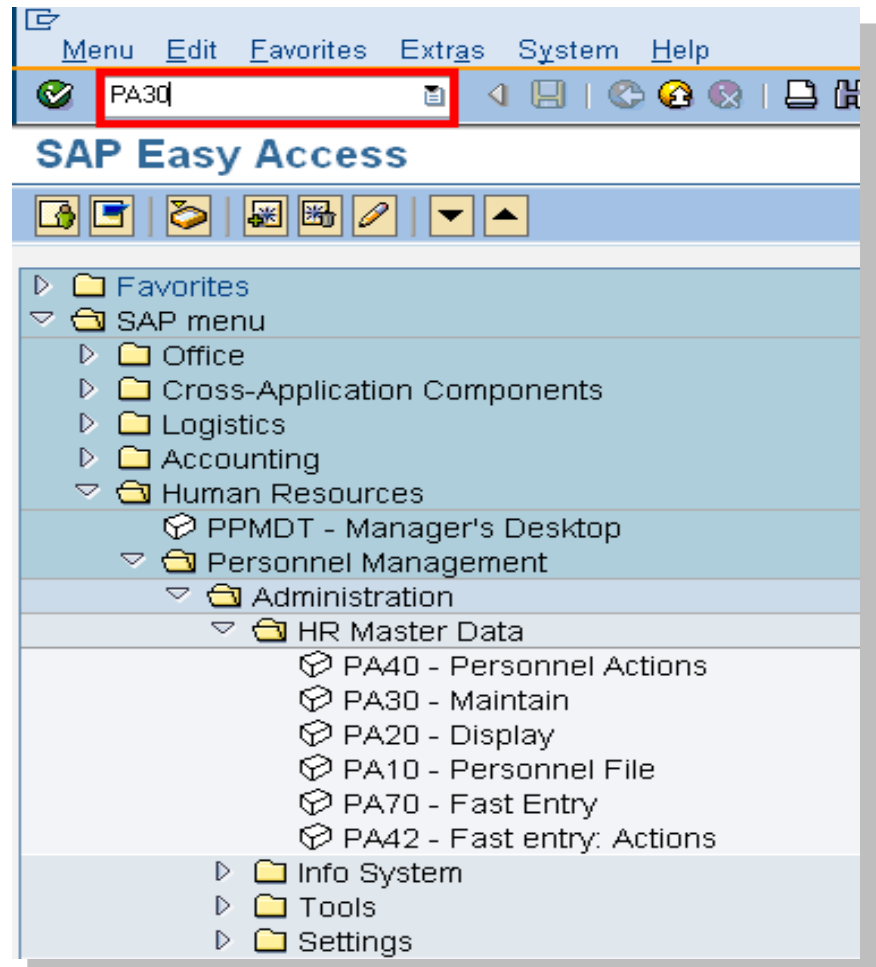
■ ***Garnishment Order (0195)***

- Used to create and store the actual debt amount or debts of a garnishment including:
 - Amount of deduction
 - Initial balance of the claim
 - Periodic deduction information
 - Information on non-exempt or exempt limits






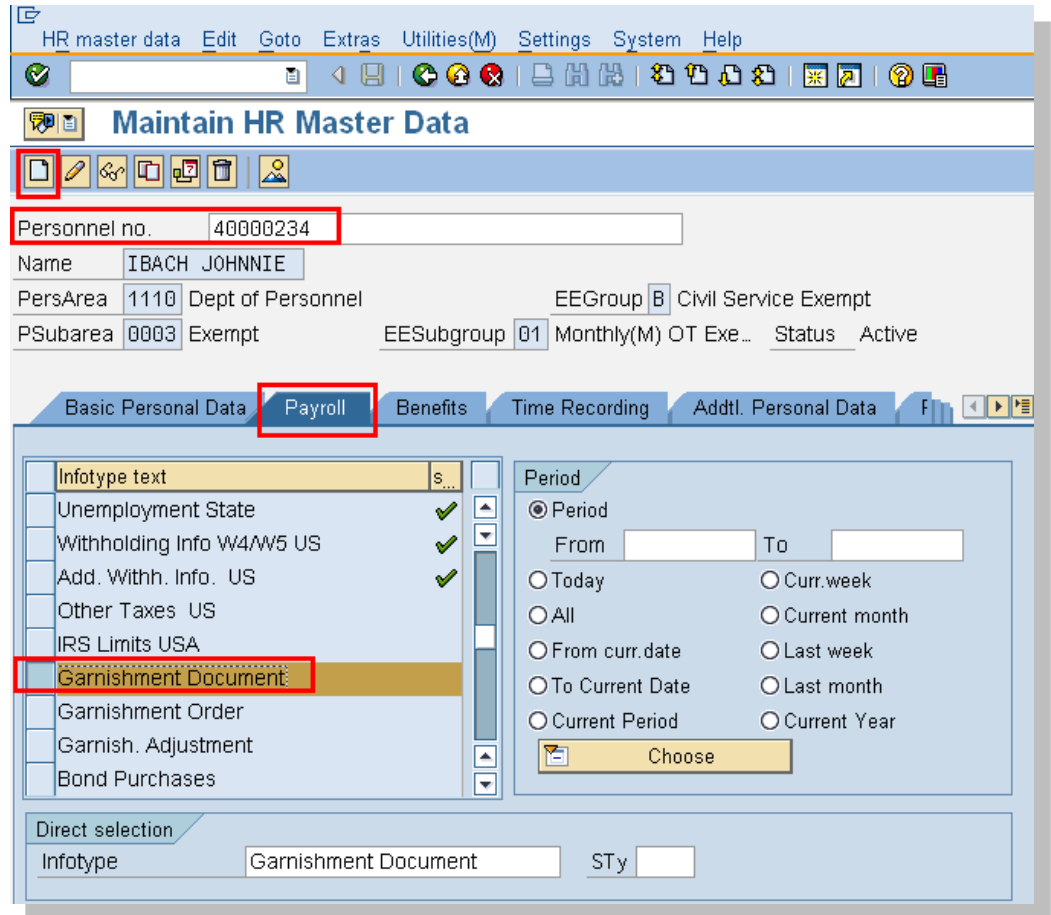
Garnishment Menu Path

- To access the Garnishment Infotypes, follow menu path:
Human Resources →
Personnel Management →
Administration → HR Master
Data → Maintain
- You can also access the
Garnishment Infotypes by
using the transaction code
PA30 (Maintain HR Master
data)



Create a Garnishment

1. Enter the employee's Personnel no.
2. Click  (**Enter**) to validate.
3. Under the **Payroll** tab, select  **Garnishment Document**
4. Click  (**Create**) to create.



HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 40000234

Name IBACH JOHNNIE

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text s...

Unemployment State ✓

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US

IRS Limits USA

Garnishment Document

Garnishment Order

Garnish. Adjustment

Bond Purchases

Period

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Garnishment Document STy

Create a Garnishment Document (0194)

■ Fields to complete:

- Start and End dates
- Case Number
- Status
- Received
- Priority
- Jurisdiction
- Category*
- Vendor

Infotype Edit Goto Garnishment Extras System Help

Create Garnishment Document (0194)

Order Calculate end date Review

Personnel No. 40000234 Name IBACH JOHNNIE

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 01/03/2013 to 12/31/9999

Garnishment Document

Case no. ☒ Internal no. 0001

Status Active Received 01/03/2013 Released

Priority ☒ Jurisdiction Washington Category ☒

Vendor Originator

Name Name

Street Street

City City

Zip code State Zip code State

Plaintiff ☐ Issue Separate Check to Vendor

Remittance 00000

Send ans. Elapsed days

Service Ch First reply



Garnishment Vendor Information

■ 2181700 EFTPS IRS Payment for W/H Tax

- This vendor is used to pay the taxes paid on applicable wages during the normal payroll process. This payment is sent to the IRS via an EFTPS.
- ***Agencies should not select this vendor. This is for DES use only.***

■ 2181701 Internal Revenue Service-ACS

- This payment is for *IRS Levies* and is payable to US Treasury with a mailing address of PO Box 24017, Fresno, CA 93779-4017. This vendor type is “Regular” which will be returned to the agency for mailing and the agency would create their own MDR if desired.

■ 2181702 Internal Revenue Service



- This payment is for *IRS Volunteer Wage Assignments* and is payable to US Treasury with a mailing address of PO Box 24017, Fresno, CA 93779-4017. This vendor type is “Regular” which will be returned to the agency for mailing and the agency would create their own MDR if desired.

■ 9999999 GL5189 Accrual Vendor

- This vendor is **used for *Writs* only**. This payment will accrue to the GL 5189 account.



Create a Garnishment Document (0194) cont'd.

- Click  (Enter) to validate.
- Click  (Save) to save and continue.



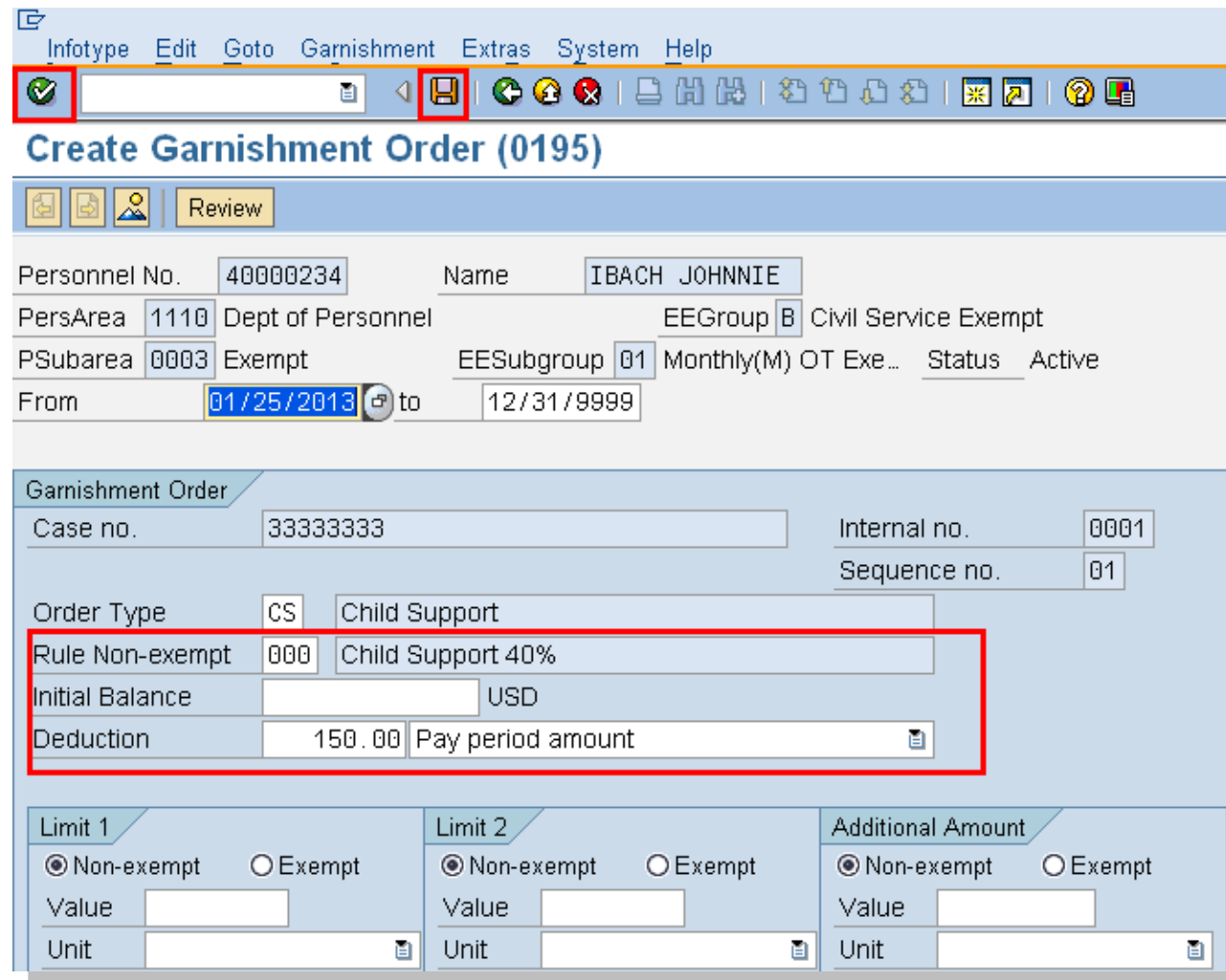
Create a Garnishment Order (0195)

- Fields to complete:



- Rule Non-exempt
- Initial balance
* For Writs only*
- Deduction (Value)
- Deduction (Rule)

- Click  (**Enter**) to validate.


- Click  (**Save**) to save and continue.



Infotype Edit Goto Garnishment Extras System Help

Create Garnishment Order (0195)

 Review

Personnel No. 40000234 Name IBACH JOHNNIE

PersArea 1110 Dept of Personnel EEGGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

From 01/25/2013 to 12/31/9999

Garnishment Order

Case no. 33333333 Internal no. 0001

Sequence no. 01

Order Type CS Child Support

Rule Non-exempt 000 Child Support 40%


Initial Balance USD

Deduction 150.00 Pay period amount

Limit 1	Limit 2	Additional Amount
<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt	<input checked="" type="radio"/> Non-exempt <input type="radio"/> Exempt
Value	Value	Value
Unit	Unit	Unit

Exceptions

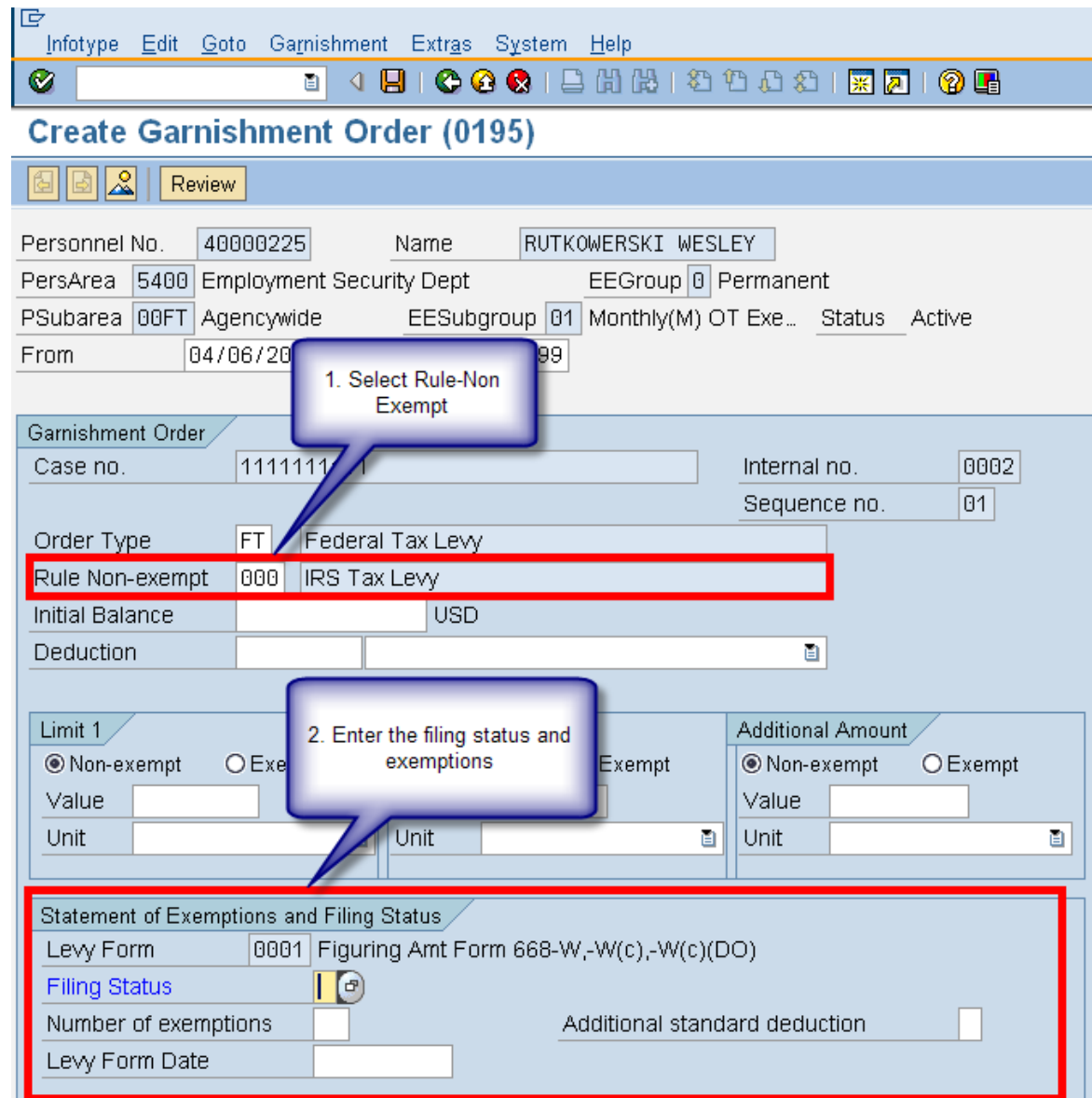
Federal Tax Levy

- Select **Rule Non-Exempt**
- Click  (Enter)
- Fields to complete:
 - Filing Status
 - Number of exemptions

Note: The Additional Amount field will override the calculated amount which is based on the *Filing status* and *Number of exemptions*.

Manually calculate the deduction amount (using the table provided) and add the additional amount. Place the total in the *Value* field.

Run a Payroll Simulation to view the payment amount.



Infotype Edit Goto Garnishment Extras System Help

Create Garnishment Order (0195)

Review

Personnel No. 40000225 Name RUTKOWSKI WESLEY

PersArea 5400 Employment Security Dept EESubgroup 01 Monthly(M) OT Exe... Status Active

From 04/06/2099

1. Select Rule-Non Exempt

Garnishment Order

Case no. 1111111 Internal no. 0002

Sequence no. 01

Order Type FT Federal Tax Levy

Rule Non-exempt 000 IRS Tax Levy

Initial Balance USD

Deduction

Limit 1

☒ Non-exempt ☐ Exempt

Value Unit

2. Enter the filing status and exemptions

Additional Amount

☒ Non-exempt ☐ Exempt

Value Unit

Statement of Exemptions and Filing Status

Levy Form 0001 Figuring Amt Form 668-W,-W(c),-W(c)(DO)

Filing Status I

Number of exemptions Additional standard deduction

Levy Form Date

HRMS Activity



**Create a Garnishment Document and Order
(Demonstration, Exercise)**



Review Questions

1. What transaction code is used to access the *Garnishment* infotypes?

PA30

2. What two infotypes are used to process a garnishment?

- *Garnishment Document* (0194)

- *Garnishment Order* (0195)

3. What type of information is included on the **Garnishment Document**?

- *Start & To Date*

- *Case Number*

- *Status*

- *Received Date*

- *Priority*

- *Jurisdiction*

- *Category*

- *Vendor*



Release a Garnishment

Release a Garnishment

Upon completion of this section you will be able to:

- Define the different status types that may be assigned to a garnishment.
- List the infotype used to release a garnishment.
- Complete the steps of releasing a garnishment.



Status Types

■ Garnishment status types:

- Pending
 - Document has been suspended by order of the originator. No wages are withheld.
- Inactive
 - Garnishment has been repaid in full, but not yet released by the originator. No wages are withheld.
- Released
 - Garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.



Status Types cont'd.

■ Garnishment status types:

- Rejected
 - Garnishment has been issued, but the employee no longer works for the agency.
- Bankrupt
 - Garnishment is no longer applicable because the employee has been declared bankrupt.
- Reactivate for refund
 - Garnishment has been reactivated for the purpose of refunding excess garnished wages to the employee.



Releasing a Garnishment

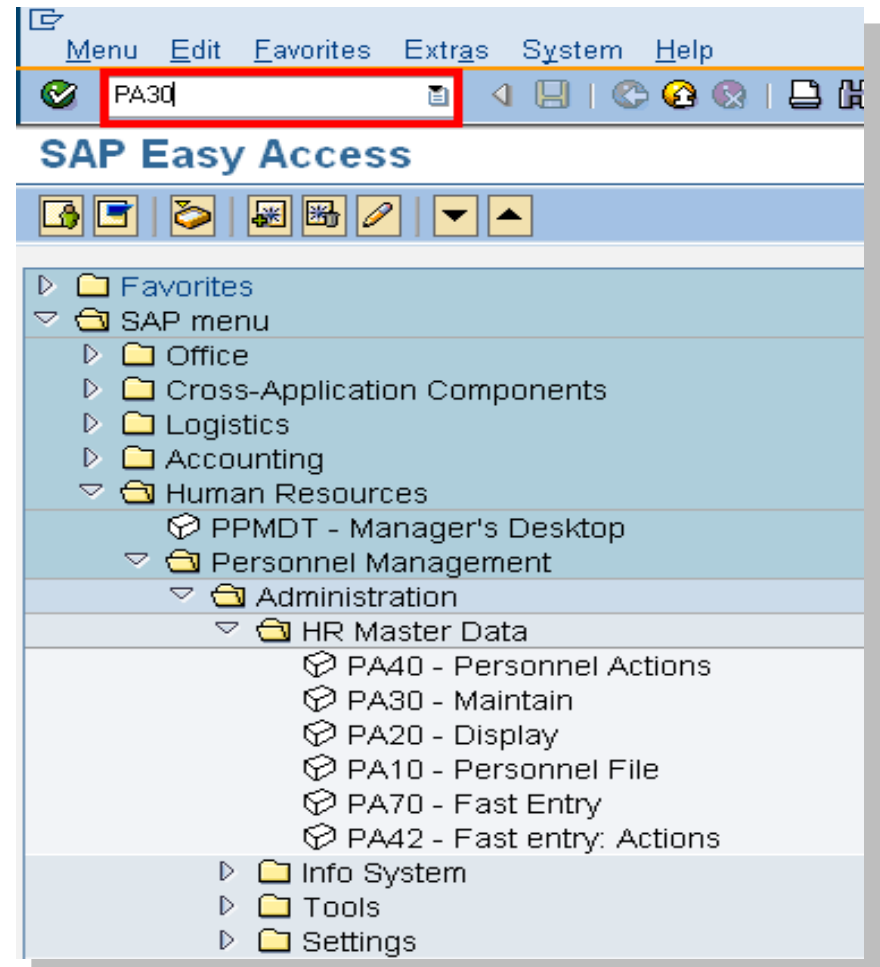
Release status means that the garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.

- Once the notification from the court/creditor has been received, **you must enter a release status and date.**

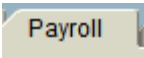
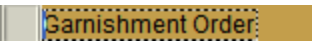



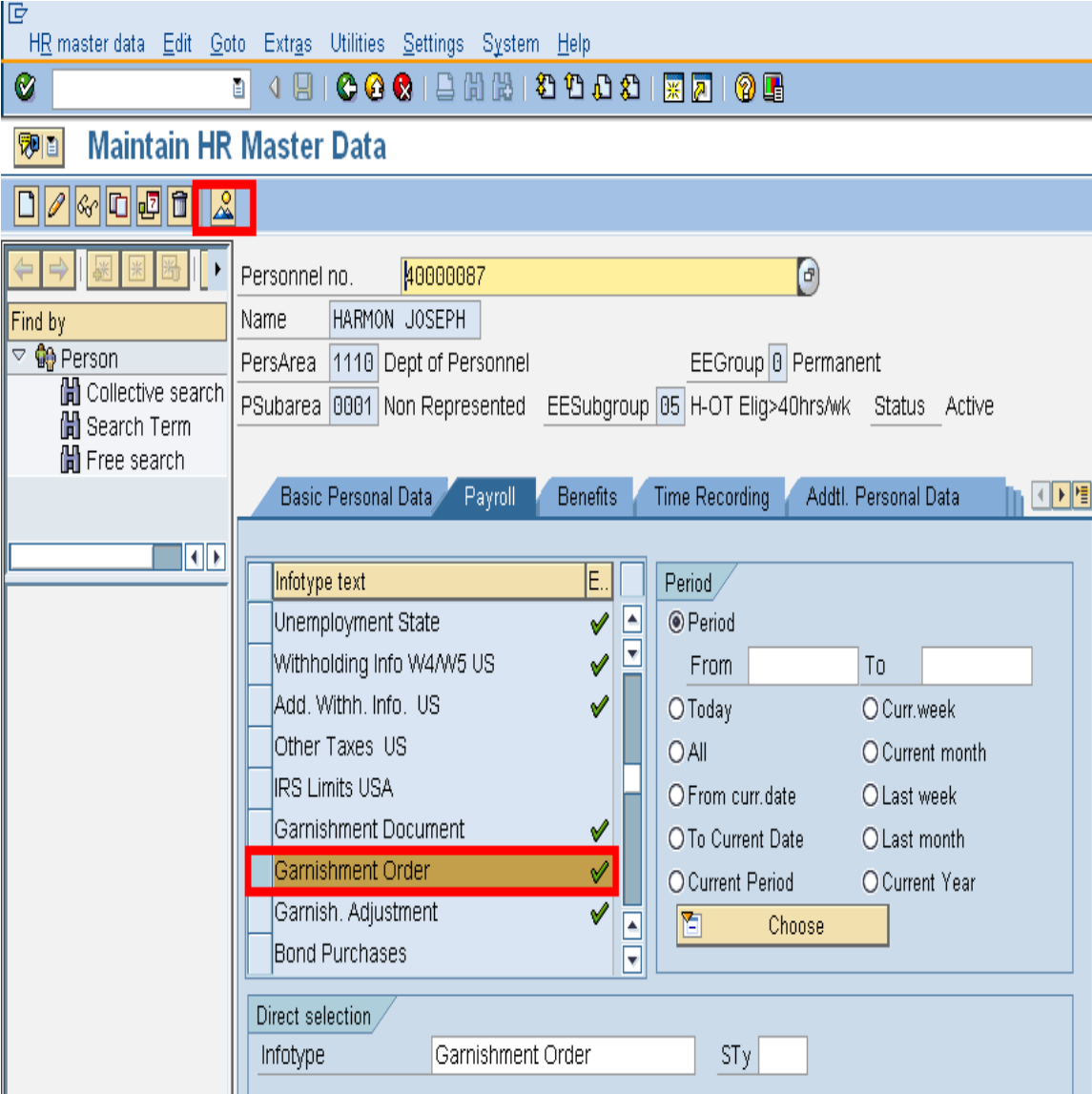
Garnishment Menu Path

- To access the Garnishment Infotypes, follow menu path:
Human Resources →
Personnel Management →
Administration → HR Master
Data → Maintain
- You can also access the
Garnishment Infotypes by
using the transaction code
PA30 (Maintain HR Master
data)



Release a Garnishment Cont'd.

- Under the  select the .
- Click  (**Overview**) for an overview of all garnishment orders.



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 10000087

Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data

Infotype text E..

Unemployment State ✓

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US

IRS Limits USA

Garnishment Document ✓

Garnishment Order ✓

Garnish. Adjustment ✓

Bond Purchases

Period

Period

From To

Today Curr. week

All Current month

From curr. date Last week

To Current Date Last month


Current Period Current Year

Choose

Direct selection




Infotype Garnishment Order STy

Release a Garnishment Cont'd.

- Click the grey box to the left of the Writ that needs to be updated.
- Click  (Change) to change the end date of the order.

Infotype Edit Goto Extras System Help


List Garnishment Order (0195)

Find by
Person
Collective search
Search Term
Free search



Personnel No. 40000087 Name HARMON JOSEPH
PersArea 1110 Dept of Personnel EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active
Choose 01/01/1800 to 12/31/9999 STy.

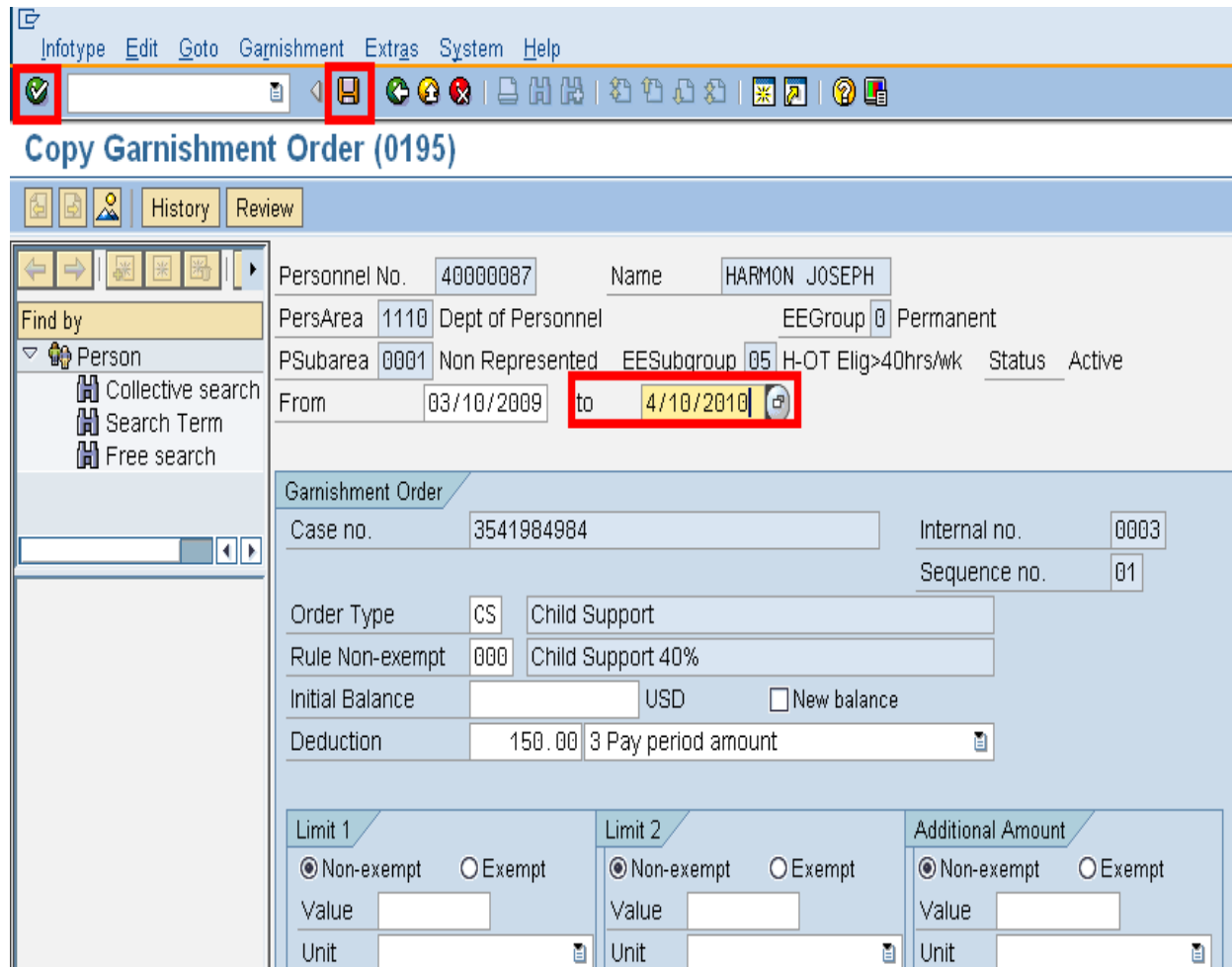
Garnishment orders

	GNum	No	OType	Rule	Initial Balance	Deduction	Unit	Start Date	End Date	LI
	0001	01	CS	003	0.00	205.50	3	04/25/2008	12/31/9999	
	0002	01	CC	000	644.10	53.64	3	05/23/2008	07/25/2008	
	003	01	CS	000	0.00	150.00	3	03/10/2009	12/31/9999	



Release a Garnishment Cont'd.

- Enter **To** date.
This will be the day after the last deduction was taken.
- Click  (**Enter**) to validate.
- Click  (**Save**) to save and continue.



Infotype Edit Goto Garnishment Extras System Help

Copy Garnishment Order (0195)

History Review

Find by
Person
Collective search
Search Term
Free search


Personnel No. 40000087 Name HARMON JOSEPH
PersArea 1110 Dept of Personnel EEGroup 0 Permanent
PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active
From 03/10/2009 to 4/10/2010

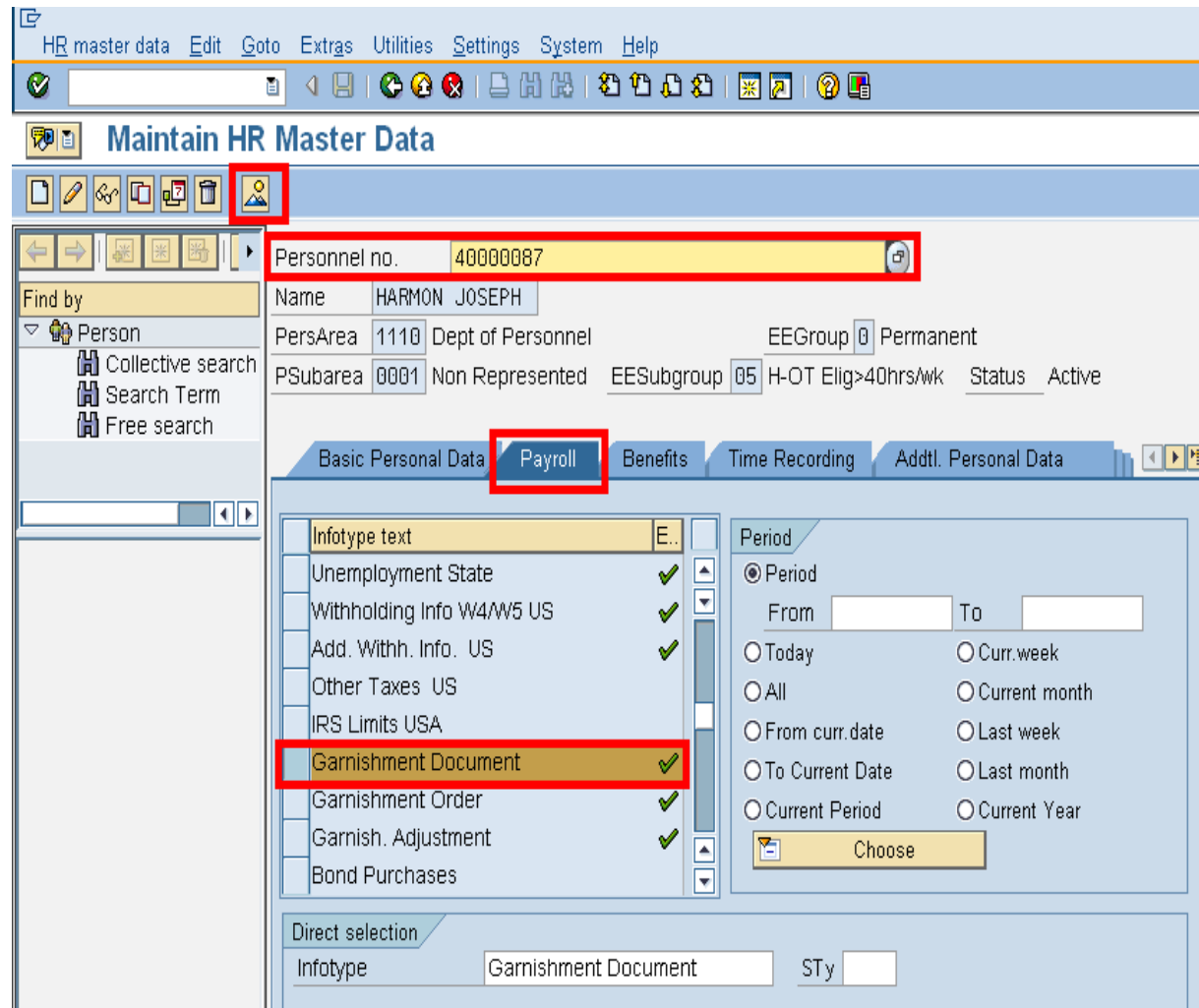
Garnishment Order
Case no. 3541984984 Internal no. 0003
Sequence no. 01
Order Type CS Child Support
Rule Non-exempt 000 Child Support 40%
Initial Balance USD ☐ New balance
Deduction 150.00 3 Pay period amount

Limit 1 Limit 2 Additional Amount
☒ Non-exempt ☐ Exempt ☒ Non-exempt ☐ Exempt ☒ Non-exempt ☐ Exempt
Value Value Value
Unit Unit Unit



Release a Garnishment cont'd.

- Under the **Payroll** select **Garnishment Document**
- Click  (**Overview**)



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000087

Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/Wk Status Active

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text E..

Unemployment State ✓

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US

IRS Limits USA

Garnishment Document ✓

Garnishment Order ✓

Garnish. Adjustment ✓

Bond Purchases

Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year


Choose

Direct selection

Infotype Garnishment Document STy



Release a Garnishment Cont'd.

- Click the grey box to the left of the Writ that needs to be placed into released status
- Click  (**Copy**)

Infotype Edit Goto Extras System Help

List Garnishment Document (0194)

Personnel No. 40000087 Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Garnishment documents

Start Date	End Date	No.	Sta	Case no.	Cat	Name
4/25/2008	04/09/2010	0001	1	2058958	S	DSHS DIVISION OF CHILD SUPPORT
03/10/2009	12/31/9999	0003	1	3541984984	S	DSHS DIVISION OF CHILD SUPPORT
07/25/2008	08/11/2008	0002	1	0079374	W	GL 5189 Accrual Vendor

Release a Garnishment Cont'd.

- Required fields include:

- *Start date*
- *To date*
- *Status*
- *Released date*

- Click  (**Enter**) to validate.

- Click  (**Save**) to save and continue

- Click  (back) to return to Maintain HR Master Data

Copy Garnishment Document (0194)

Personnel No. 40000087 Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EESubgroup 05 H-OT Elig 40hrs/wk Status Active

Start 04/10/2010 to 12/31/9999

Garnishment Document

Case no. 2058958 Internal no. 0001

Status 4 Released Received 04/14/2008 Released 03/17/2010

Priority 1 Jurisdiction WA Washington Category S Suppor...

Addl. Code Medical Support for Dependent Y Eligible

Vendor 714401 Originator

Name DSHS DIVISION OF CHILD SUPPO Name

Street Street

City Olympia City

Zip code 98507-9010 State WA US Zip code State

Plaintiff Issue Separate Check to Vendor

Remittance 00000

Send answ. Elapsed days

Service Ch First reply

Note: The **Start date** would be one day after last deduction was taken. The **Released date** is the actual date the on the order that tells you to release the garnishment.

HRMS Activity



Release a Garnishment Document Exercise



Review Questions

1. What does releasing a garnishment mean?

The garnishment has been satisfied and/or paid in full and notification from the court/creditor has been received by the agency.

2. What fields need to be completed when releasing a garnishment document?

- Start* (date)
- Status*
- Release* (date)


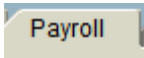
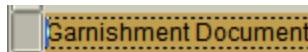

3. What status types, other than *Release*, can stop a garnishment deduction?

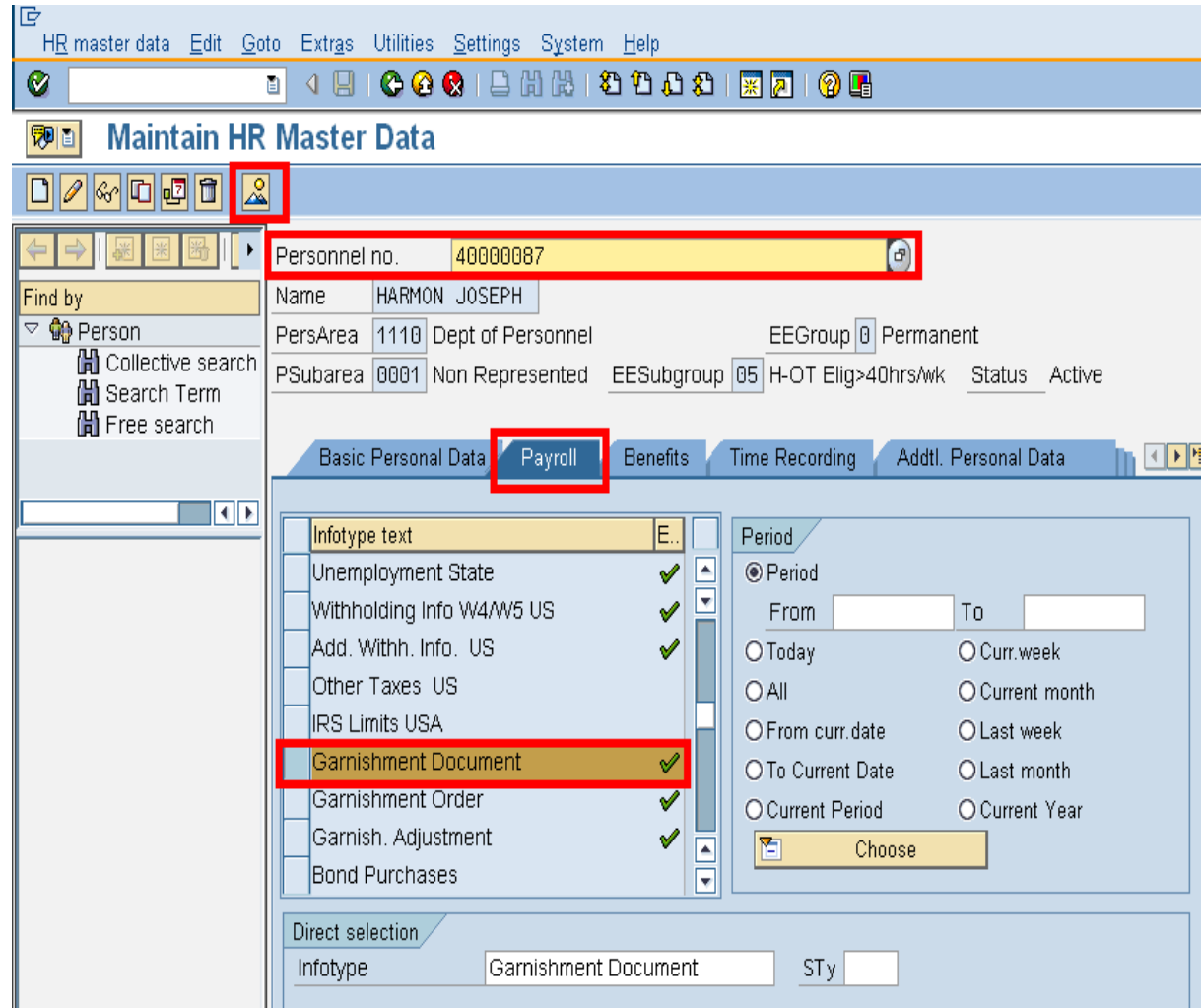
- Inactive
- Rejected
- Pending
- Bankrupt



Reactivate Garnishment for refund

Reactivate Garnishment for refund

- Enter the employee's Personnel no.
- Click  (**Enter**) to validate.
- Under the  select 
- Click  (**Overview**)



HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000087

Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/Wk Status Active

Find by

- Person
 - Collective search
 - Search Term
 - Free search

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text	E..
Unemployment State	✓
Withholding Info W4/W5 US	✓
Add. Withh. Info. US	✓
Other Taxes US	
IRS Limits USA	
Garnishment Document	✓
Garnishment Order	✓
Garnish. Adjustment	✓
Bond Purchases	

Period

From To

☐ Today ☐ Curr. week

☐ All ☐ Current month

☐ From curr. date ☐ Last week

☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year


Choose

Direct selection

Infotype Garnishment Document STy



Reactivate Garnishment for refund cont'd.

- Click the grey box to the left of the released Writ.
- Click  (Copy) to copy.

Infotype Edit Goto Extras System Help

List Garnishment Document (0194)

History History all

Personnel No. 40000087 Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active



Choose 01/01/1800 to 12/31/9999 STy.

Garnishment documents

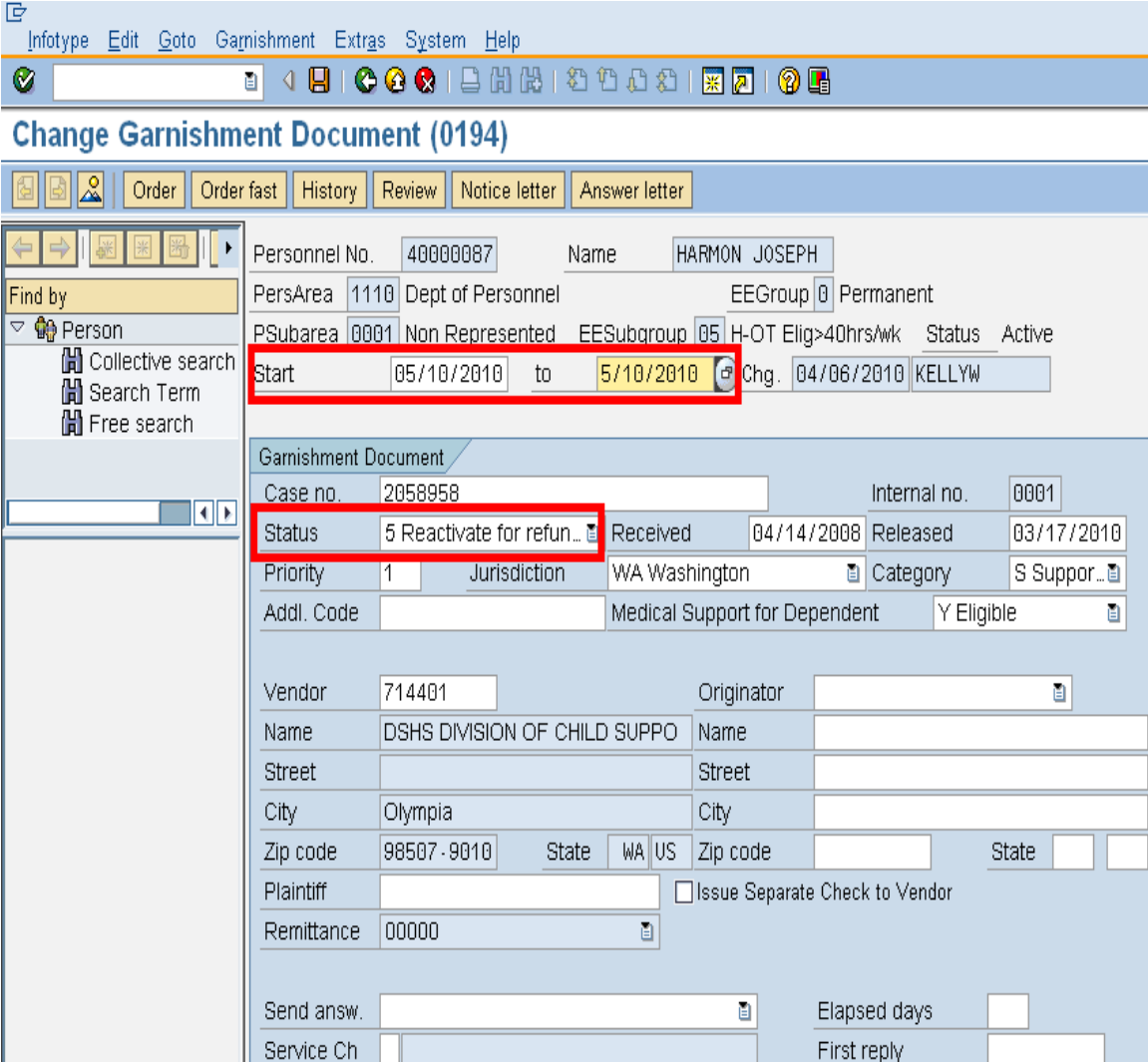
Start Date	End Date	No.	Sta	Case no.	Cat	Name
06/11/2008	06/24/2008	0002	1	0079374	W	GL 5189 Accrual Vendor
06/10/2008	06/10/2008	0002	1	0079374	W	GL 5189 Accrual Vendor
05/23/2008	06/09/2008	0002	1	0079374	W	GL 5189 Accrual Vendor
04/10/2010	12/31/9999	0001	4	2058958	S	DSHS DIVISION OF CHILD SUPPORT



Reactivate Garnishment for refund cont'd.

- Fields to complete:
 - Start date
 - To date
 - Status
- Click  (**Enter**) to validate.
- Click  (**Save**) to save and continue.

Note: The Start and To date will be the actual check date that the refund is to be sent to the employee.



Change Garnishment Document (0194)

Personnel No. 40000087 Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EEGroup 0 Permanent

PSubarea 0001 Non Represented EESubgroup 05 H-OT Elig>40hrs/wk Status Active

Start 05/10/2010 to 5/10/2010 Chg. 04/06/2010 KELLYW

Garnishment Document

Case no. 2058958 Internal no. 0001

Status 5 Reactivate for refund... Received 04/14/2008 Released 03/17/2010

Priority 1 Jurisdiction WA Washington Category S Suppor...

Addl. Code Medical Support for Dependent Y Eligible

Vendor 714401 Originator

Name DSHS DIVISION OF CHILD SUPPO Name

Street Street

City Olympia City

Zip code 98507-9010 State WA US Zip code State

Plaintiff Issue Separate Check to Vendor

Remittance 00000

Send answ. Elapsed days

Service Ch First reply



Adjust a Garnishment

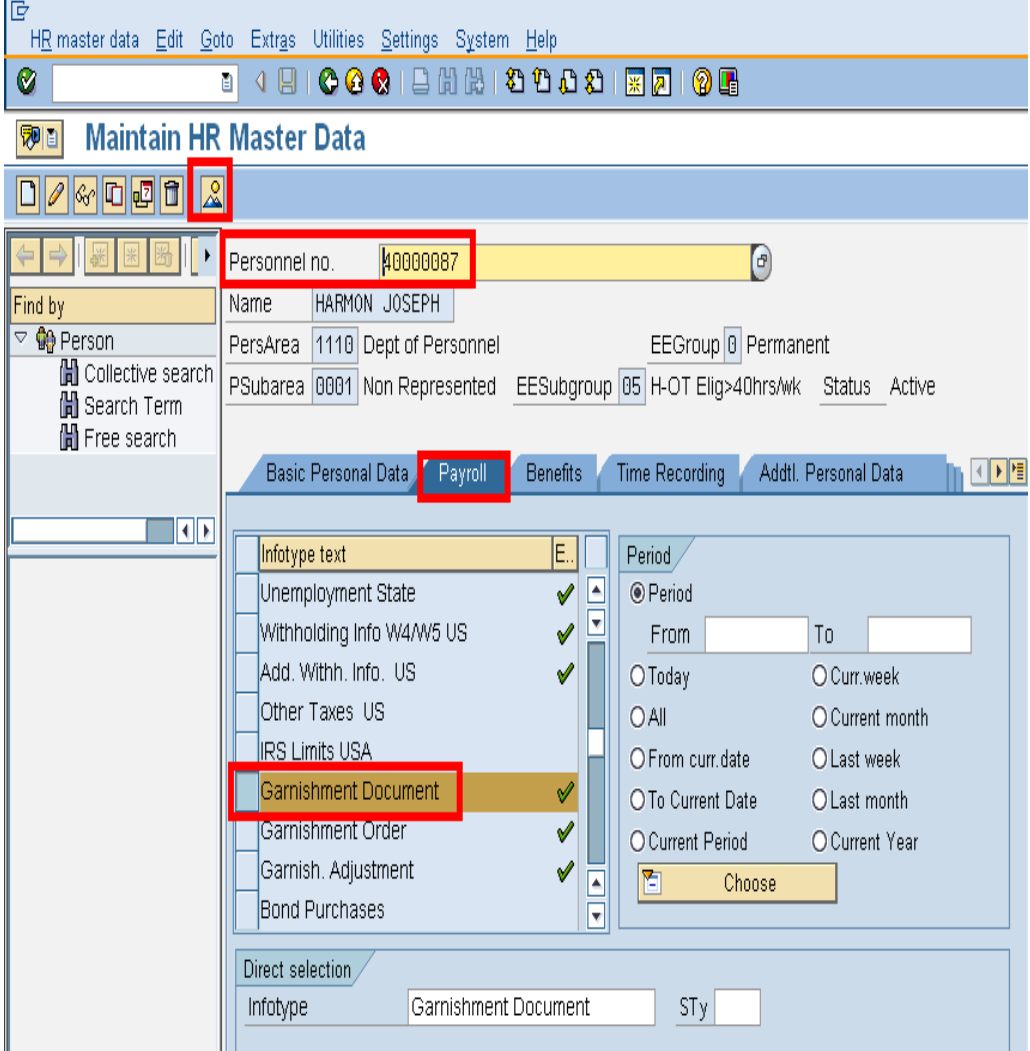
Types of Garnishment Adjustments

- There are two different types of garnishment adjustments that you can make:
 - **Refund**
 - Used only for an accrued writ before funds are sent to the court.
 - **Additional deduction (one-time)**
 - Allows the employee to specify an additional amount they want withheld.



Create the refund adjustment

- Enter the employee's Personnel no.
- Click  (**Enter**) to validate.
- Under the **Payroll** tab, select **Garnishment Document**.
- Click  (**Overview**) for an overview of all garnishments.



The screenshot displays the SAP 'Maintain HR Master Data' window. The 'Personnel no.' field is populated with '40000087'. The 'Payroll' tab is selected, and the 'Garnishment Document' is highlighted in the list. The 'Overview' icon is also visible in the top toolbar.

Personnel no. 40000087

Name HARMON JOSEPH

PersArea 1110 **Dept of Personnel** EEGroup 0 Permanent

PSubarea 0001 **Non Represented** EESubgroup 05 **H-OT Elig>40hrs/wk** **Status** Active

Basic Personal Data **Payroll** **Benefits** **Time Recording** **Addtl. Personal Data**

Infotype text **E..** **Period**

Infotype	Status
Unemployment State	✓
Withholding Info W4/W5 US	✓
Add. Withh. Info. US	✓
Other Taxes US	✓
IRS Limits USA	✓
Garnishment Document	✓
Garnishment Order	✓
Garnish. Adjustment	✓
Bond Purchases	✓

Period

From To

☐ Today ☐ Curr.week

☐ All ☐ Current month

☐ From curr.date ☐ Last week


☐ To Current Date ☐ Last month

☐ Current Period ☐ Current Year

Direct selection

Infotype Garnishment Document **STy**

Create the refund adjustment cont'd.

- Click the grey box to the left of the Write that needs to be updated.
- Click  (Change) to change the end date of the order.

Infotype Edit Goto Extras System Help

List Garnishment Document (0194)

History History all

Personnel No. 40000087 Name HARMON JOSEPH

PersArea 1110 Dept of Personnel EGroup 0 Permanent

PSubarea 0001 Non Represented ESubgroup 05 H-OT Elig>40hrs/wk Status Active

Choose 01/01/1800 to 12/31/9999 STy.

Garnishment documents

Start Date	End Date	No.	Sta	Case no.	Cat	Name
06/10/2008	06/10/2008	0002	1	0079374	W	GL 5189 Accrual Vendor
05/23/2008	06/09/2008	0002	1	0079374	W	GL 5189 Accrual Vendor
04/10/2010	05/09/2010	0001	4	2058958	S	DSHS DIVISION OF CHILD SUPPORT
05/10/2010	05/10/2010	0001	5	2058958	S	DSHS DIVISION OF CHILD SUPPORT



Create the refund adjustment cont'd.



- From the Menu bar choose **Garnishment** → **Adjustment** and **Refund**.

The screenshot shows a software interface for creating a refund adjustment. The 'Garnishment' menu is open, and the 'Adjustment' option is highlighted. The 'Refund' option is also highlighted. The background shows a 'Garnishment Document' form with various fields.

Garnishment Document

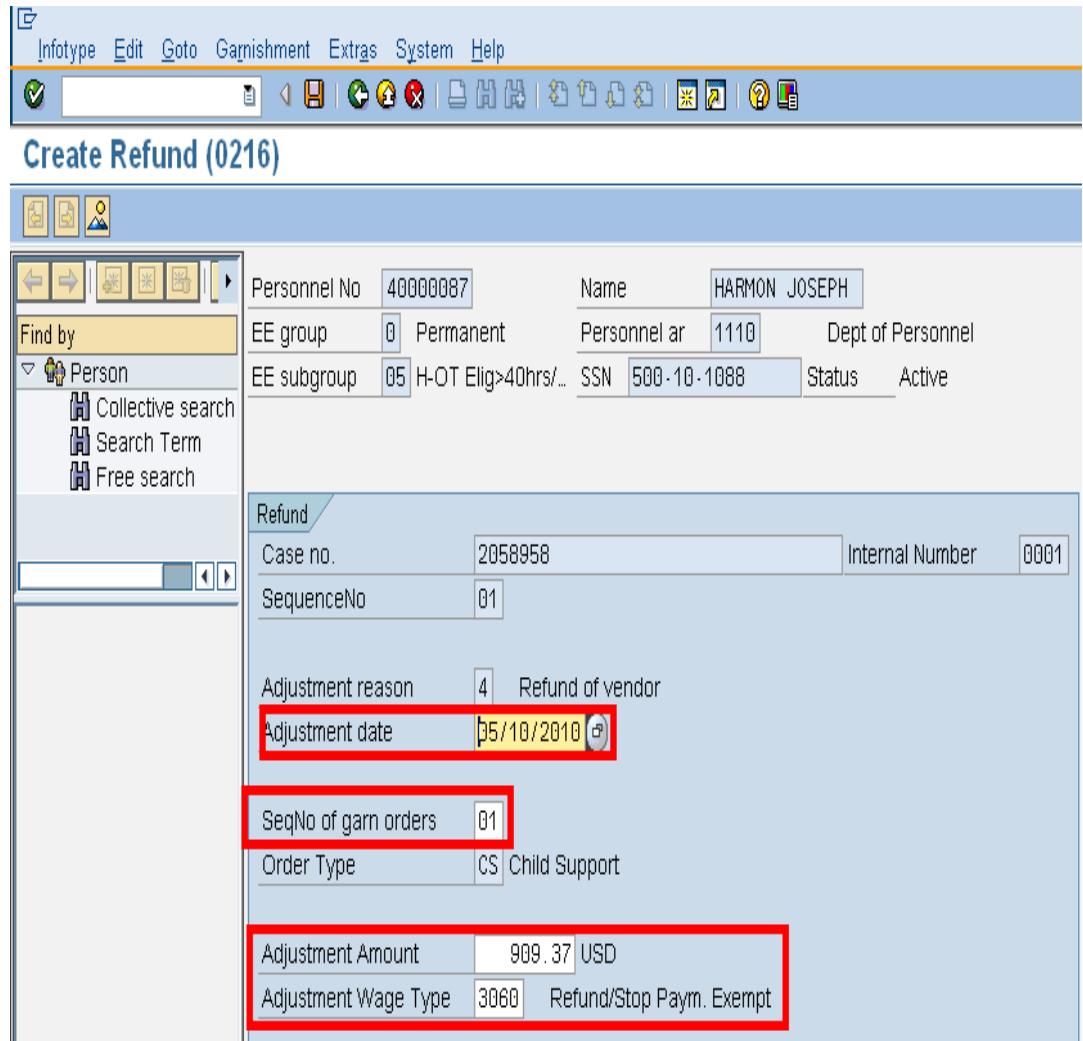
Case no.	2058958	Internal no.	0001
Status	5 Reactivate for refun...	Received	04/14/2008
Released	03/17/2010	Priority	1
Jurisdiction	WA Washington	Category	S Suppor...
Addl. Code		Medical Support for Dependent	Y Eligible
Vendor	714401	Originator	
Name	DSHS DIVISION OF CHILD SUPPO	Name	
Street		Street	
City	Olympia	City	
Zip code	98507-9010	State	WA US
Plaintiff		Issue Separate Check to Vendor	<input type="checkbox"/>
Remittance	00000		
Send answ.		Elapsed days	
Service Ch		First reply	

Create the refund adjustment cont'd.

- Fields to complete:
 - Adjustment Date
 - Seqno of garn order
 - Adjustment amount
 - Adjustment wage type.
- Click  (**Enter**) to validate.
- Click  (**Save**) to save and continue.

Note:

The adjustment date is the **actual** check date of the refund



Infotype Edit Goto Garnishment Extras System Help

Create Refund (0216)

Find by

- Person
- Collective search
- Search Term
- Free search

Personnel No 40000087 Name HARMON JOSEPH

EE group 0 Permanent Personnel ar 1110 Dept of Personnel

EE subgroup 05 H-OT Elig>40hrs/... SSN 500-10-1088 Status Active

Refund

Case no. 2058958 Internal Number 0001

SequenceNo 01

Adjustment reason 4 Refund of vendor

Adjustment date 05/10/2010

SeqNo of garn orders 01

Order Type CS Child Support

Adjustment Amount 909.37 USD

Adjustment Wage Type 3060 Refund/Stop Paym. Exempt

HRMS Activity



**Process a Garnishment Adjustment
Exercise**



Review Questions

- 1. What types of adjustments can be made through the adjustment infotype?**
 - Refund
 - Additional deduction
- 2. True or False: When creating an adjustment it will continue each pay period until you enter a stop**

False, a garnishment adjustment is a one-time adjustment/deduction that will process for the designated pay period.



Process a Garnishment For Mid-Period Employee Transfers

Mid-Period Transfers

- In HRMS, when an employee transfers mid-period, a single pay check is processed for that period. The agency that receives the transferring employee reports the entire pay period taxes and most deductions.
- A garnishment assigned to a losing agency is calculated on the combined losing and gaining agency time worked and is recorded on the **gaining** agencies payroll revolving account.
- A journal voucher to transfer the funds to the losing agency may be required.
- User procedure [Garnishment Processing for Mid-Period Transfer](#) is available on the OLQR.



View Garnishment History and Reports

View Garnishment Information

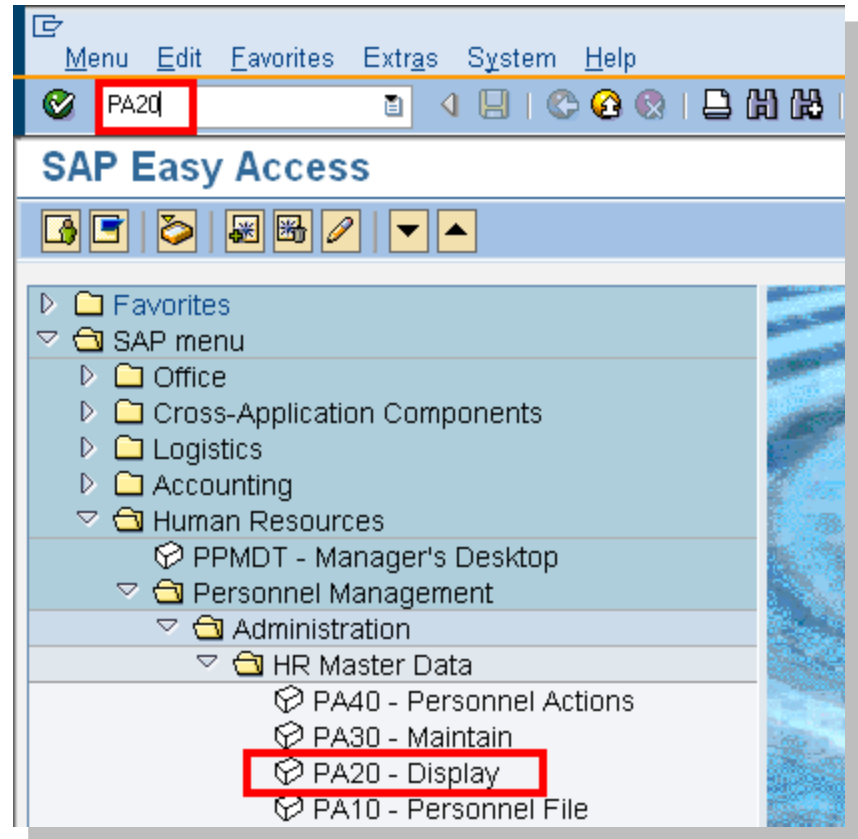
Upon completion of this section you will be able to:

- List garnishment *history*.
- Describe when and how HRMS reports are used.





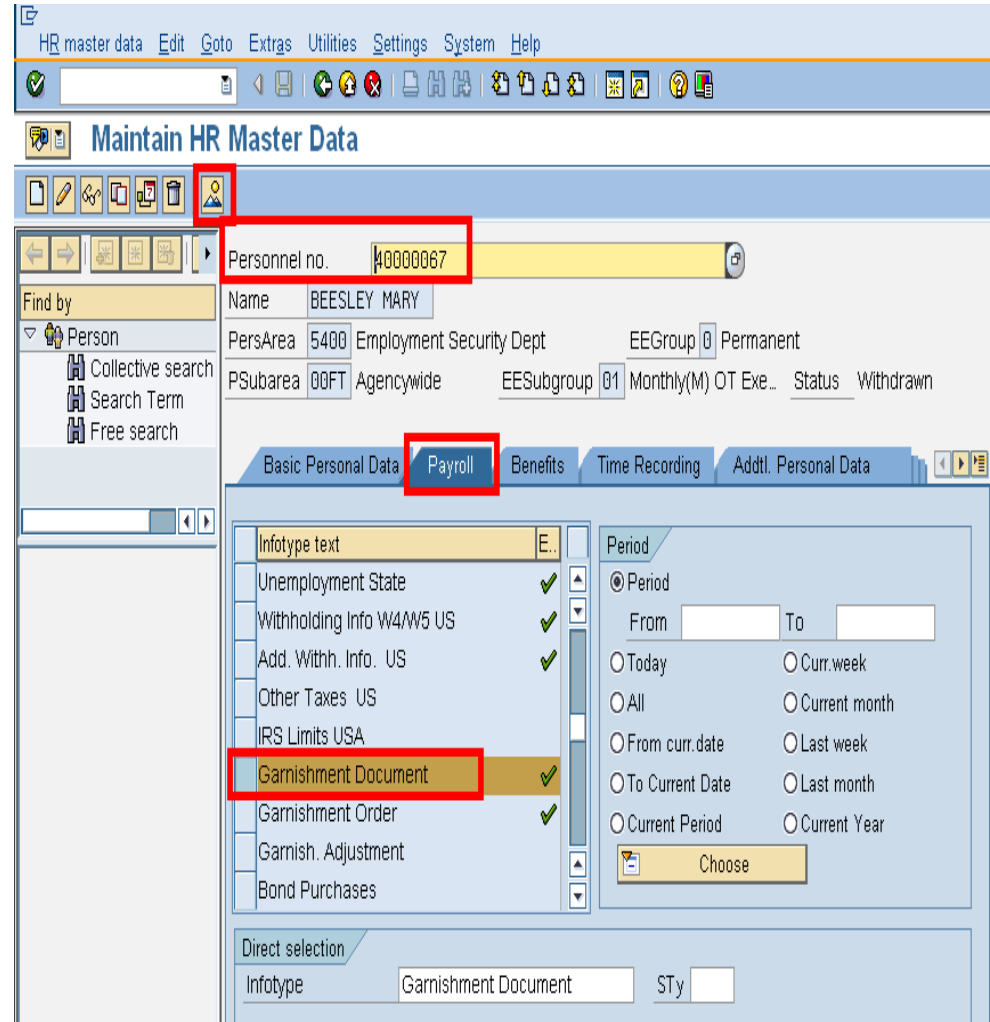
Garnishment Menu Path

- To access the Garnishment Infotypes, follow menu path:
Human Resources →
Personnel Management →
Administration → HR Master
Data → Maintain
- You can also access the
Garnishment Infotypes by
using the transaction code
PA20 (Display HR Master
data)



View Garnishment History

- Enter the employee's Personnel no.
- Click  (**Enter**) to validate.
- Under the **Payroll** tab, select **Garnishment Document**.
- Click  (**Overview**) for an overview.



The screenshot shows the 'Maintain HR Master Data' application window. The 'Personnel no.' field is set to '40000067'. The 'Name' field is 'BEESLEY MARY'. The 'PersArea' is '5400' and 'Employment Security Dept'. The 'EEGroup' is '0' and 'Permanent'. The 'PSubarea' is '00FT' and 'Agencywide'. The 'EESubgroup' is '01' and 'Monthly(M) OT Exe...'. The 'Status' is 'Withdrawn'. The 'Payroll' tab is selected, and the 'Garnishment Document' is highlighted in the list. The 'Period' section shows 'From' and 'To' fields, and radio buttons for 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. The 'Direct selection' section shows 'Infotype' set to 'Garnishment Document' and 'STy' set to 'STy'.

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 40000067

Name BEESLEY MARY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Withdrawn

Basic Personal Data **Payroll** Benefits Time Recording Addtl. Personal Data

Infotype text E...

Unemployment State ✓

Withholding Info W4/W5 US ✓

Add. Withh. Info. US ✓

Other Taxes US

IRS Limits USA

Garnishment Document ✓

Garnishment Order ✓

Garnish. Adjustment

Bond Purchases

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Garnishment Document STy



View Garnishment History

Cont'd.

- Select grey box to the left of the garnishment you want to view.
- Click **History** to view.

Infotype Edit Goto Extras System Help

List Garnishment Document (0194)

History History all

Personnel No. 40000067 Name BEESLEY MARY

PersArea 5400 Employment Security Dept EEGroup 0 Permanent

PSubarea 00FT Agencywide EESubgroup 01 Monthly(M) OT Exe... Status Withdrawn

Choose 01/01/1800 to 12/31/9999 STy.

Garnishment documents

	Start Date	End Date	No.	Sta	Case no.	Cat	Name
	03/10/2009	12/31/9999	0001	1	11113333	S	DSHS DIVISION OF CHILD SUPPORT
	12/25/2009	12/31/9999	0002	4	1219616	W	GL 5189 Accrual Vendor



View Garnishment History cont'd.

List	Edit	Goto	Views	Settings	System	Help								
Garnishment History - Remittance Information														
New dates														
12/02/2008 Garnishment history Period from 01/01/2008 to 12/31/2008 7777777 JOE, TAMMY														
Pers.No.	Employee/app.name	No.	Case no.	Vendor	Order Type	Description of order type	ActionDate	RecordType	Text	Amount	Rem.bal.	Total date	Year-date	Due date
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,048.81	0.00	22,814.01	22,814.01	10/24/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/10/2008	1	Deduction	300.20	0.00	21,765.20	21,765.20	10/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	09/25/2008	1	Deduction	1,431.00	0.00	21,465.00	21,465.00	09/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	09/10/2008	1	Deduction	1,431.00	0.00	20,034.00	20,034.00	09/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	08/25/2008	1	Deduction	1,431.00	0.00	18,603.00	18,603.00	08/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	08/11/2008	1	Deduction	1,431.00	0.00	17,172.00	17,172.00	08/11/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	07/25/2008	1	Deduction	1,431.00	0.00	15,741.00	15,741.00	07/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	07/10/2008	1	Deduction	1,431.00	0.00	14,310.00	14,310.00	07/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	06/25/2008	1	Deduction	1,431.00	0.00	12,879.00	12,879.00	06/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	06/10/2008	1	Deduction	1,431.00	0.00	11,448.00	11,448.00	06/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	05/23/2008	1	Deduction	1,431.00	0.00	10,017.00	10,017.00	05/23/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	05/09/2008	1	Deduction	1,431.00	0.00	8,586.00	8,586.00	05/09/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	04/25/2008	1	Deduction	1,431.00	0.00	7,155.00	7,155.00	04/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	04/10/2008	1	Deduction	1,431.00	0.00	5,724.00	5,724.00	04/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	03/25/2008	1	Deduction	1,431.00	0.00	4,293.00	4,293.00	03/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	03/10/2008	1	Deduction	1,431.00	0.00	2,862.00	2,862.00	03/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	02/25/2008	1	Deduction	1,431.00	0.00	1,431.00	1,431.00	02/25/2008
		0008	07-41658	2173700	CT	Court Order/Wage Assignment	01/25/2008	1	Deduction	1,431.00	0.00	20,849.53	2,715.86	01/25/2008
		0008	07-41658	2173700	CT	Court Order/Wage Assignment	01/10/2008	1	Deduction	1,284.86	0.00	19,418.53	1,284.86	01/10/2008

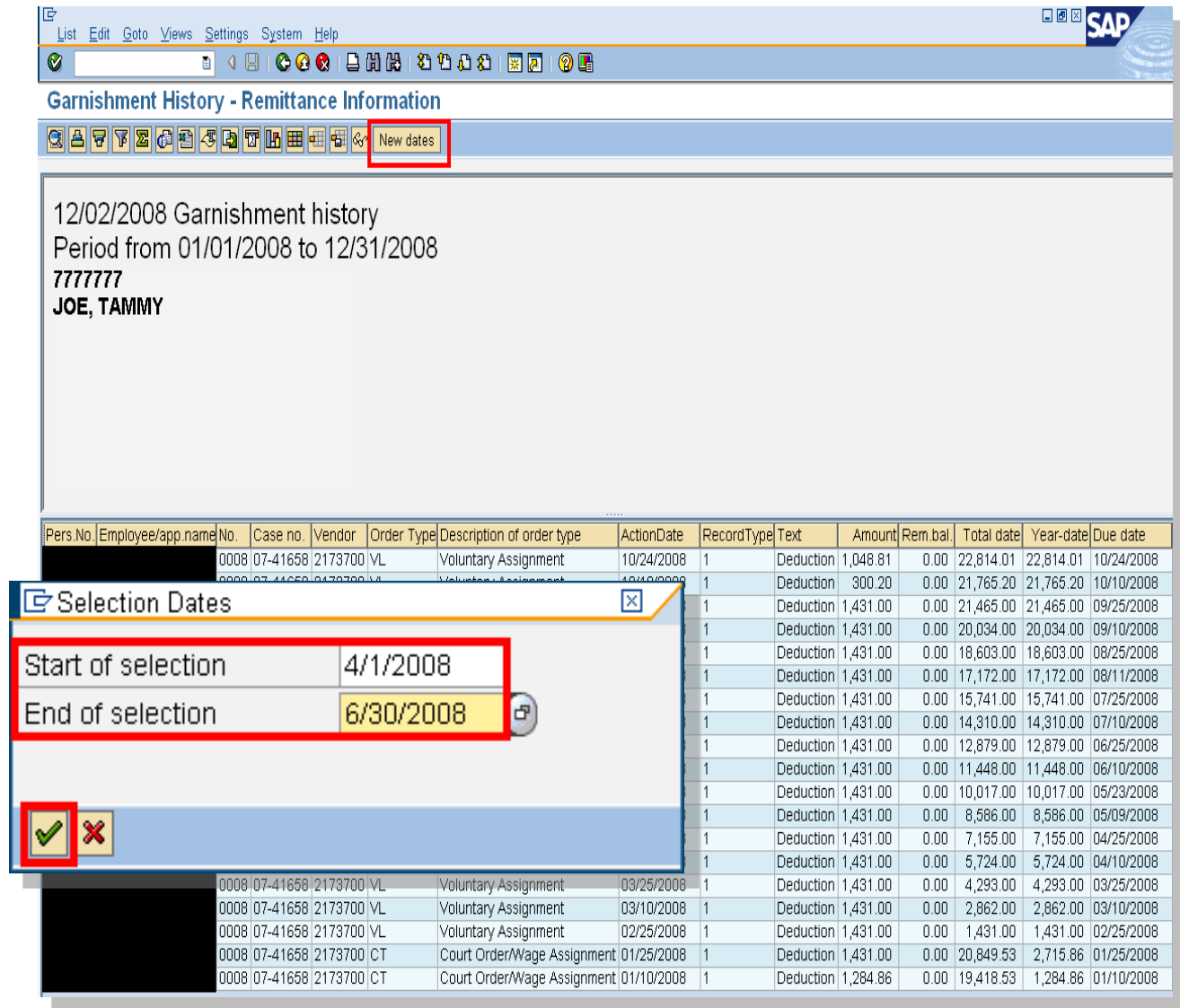
Note:

History is populated after payroll has been exited by DES.



View Garnishment History cont'd.

- The Garnishment History displays totals for the current year.
- January 1, 20XX
- To change the dates to a specific period select **New dates**



Garnishment History - Remittance Information

12/02/2008 Garnishment history
Period from 01/01/2008 to 12/31/2008
7777777
JOE, TAMMY

Pers.No.	Employee/app.name	No.	Case no.	Vendor	Order Type	Description of order type	ActionDate	RecordType	Text	Amount	Rem.bal.	Total date	Year-date	Due date
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,048.81	0.00	22,814.01	22,814.01	10/24/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	300.20	0.00	21,765.20	21,765.20	10/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	21,465.00	21,465.00	09/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	20,034.00	20,034.00	09/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	18,603.00	18,603.00	08/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	17,172.00	17,172.00	08/11/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	15,741.00	15,741.00	07/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	14,310.00	14,310.00	07/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	12,879.00	12,879.00	06/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	11,448.00	11,448.00	06/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	10,017.00	10,017.00	05/23/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	8,586.00	8,586.00	05/09/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	7,155.00	7,155.00	04/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	10/24/2008	1	Deduction	1,431.00	0.00	5,724.00	5,724.00	04/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	03/25/2008	1	Deduction	1,431.00	0.00	4,293.00	4,293.00	03/25/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	03/10/2008	1	Deduction	1,431.00	0.00	2,862.00	2,862.00	03/10/2008
		0008	07-41658	2173700	VL	Voluntary Assignment	02/25/2008	1	Deduction	1,431.00	0.00	1,431.00	1,431.00	02/25/2008
		0008	07-41658	2173700	CT	Court Order/Wage Assignment	01/25/2008	1	Deduction	1,431.00	0.00	20,849.53	2,715.86	01/25/2008
		0008	07-41658	2173700	CT	Court Order/Wage Assignment	01/10/2008	1	Deduction	1,284.86	0.00	19,418.53	1,284.86	01/10/2008

Selection Dates

Start of selection: 4/1/2008
End of selection: 6/30/2008

✓ ✗

View Garnishment History cont'd.

The screenshot shows the SAP interface for the 'Garnishment History - Remittance Information' report. The title bar includes standard SAP menu items: List, Edit, Goto, Views, Settings, System, Help. Below the title bar is a toolbar with various icons for navigation and printing. The main area displays the following information:

- Period from**: 04/01/2008 to 06/30/2008
- Garnishment history**
- 7777777**
- JOE, TAMMY**

Below this information is a table showing the garnishment details.

Pers.No.	Employee/app.name	Case no.	Vendor	Order Type	Description	ActionDate	RecordType	Text	Amount	Rem.bal.	Total date	Year-date	Pay.type	Due date
		07-41658	2173700	VL	Voluntary Assignment	06/25/2008	1	Deduction	1,431.00	0.00	12,879.00	12,879.00	R	06/25/2008
		07-41658	2173700	VL	Voluntary Assignment	06/10/2008	1	Deduction	1,431.00	0.00	11,448.00	11,448.00	R	06/10/2008
		07-41658	2173700	VL	Voluntary Assignment	05/23/2008	1	Deduction	1,431.00	0.00	10,017.00	10,017.00	R	05/23/2008
		07-41658	2173700	VL	Voluntary Assignment	05/09/2008	1	Deduction	1,431.00	0.00	8,586.00	8,586.00	R	05/09/2008
		07-41658	2173700	VL	Voluntary Assignment	04/25/2008	1	Deduction	1,431.00	0.00	7,155.00	7,155.00	R	04/25/2008
		07-41658	2173700	VL	Voluntary Assignment	04/10/2008	1	Deduction	1,431.00	0.00	5,724.00	5,724.00	R	04/10/2008

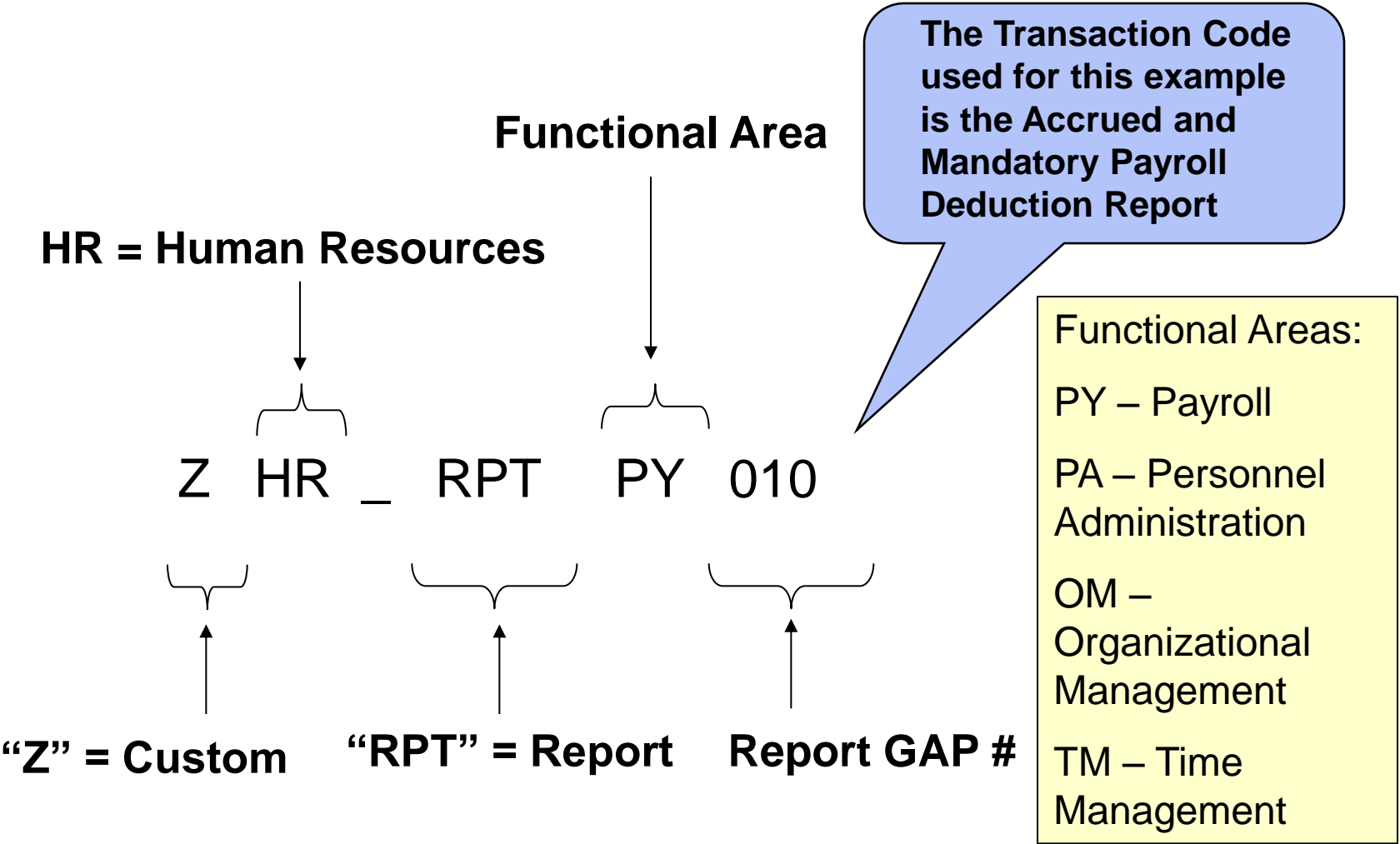
Benefits of reports in HRMS

■ HRMS reports are available across functional areas to allow you to:

- Access reports and data that relate to business tasks performed within your role.
- Process information quickly to support decision making.
- Take a snapshot of data for your business area and personnel area.
- Data displayed in reports may be filtered or sorted to display specific data needed.
- Data is real time.



HRMS Customized Reporting






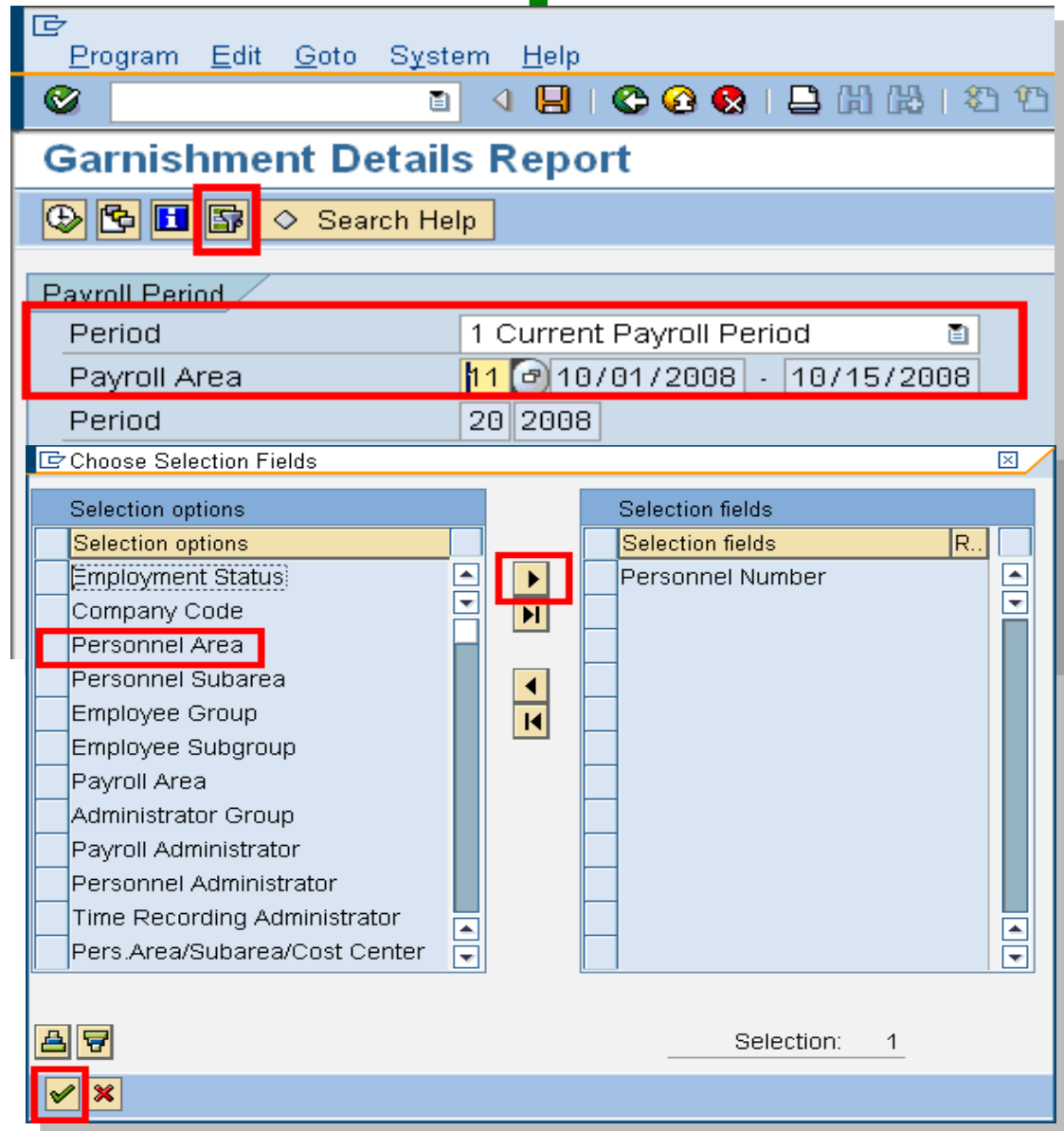
Garnishments Details Report

- Provides a list of employees with garnishments.
- Run this report once payroll has been exited by Department of Enterprise Services.
- Access the Garnishments Details Report
S_AHR_61016146



Garnishment Details Report

- Fields to complete:
 - Period
 - Payroll Area
- Click  (**Selection Field**) to bring up further search options.
- Select options
- Click  (**Copy**).
to accept.
- Click  (**Execute**) to generate report.



Program Edit Goto System Help

Garnishment Details Report

Search Help

Payroll Period

Period 1 Current Payroll Period

Payroll Area 11 10/01/2008 - 10/15/2008

Period 20 2008

Choose Selection Fields

Selection options

- Selection options
- Employment Status
- Company Code
- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- Payroll Area
- Administrator Group
- Payroll Administrator
- Personnel Administrator
- Time Recording Administrator
- Pers.Area/Subarea/Cost Center

Selection fields

- Selection fields R..
- Personnel Number

Selection: 1

Garnishment Details Report

ListEditGotoSystemHelp



HRMS Activity



**View Garnishment Details Report
Exercise**

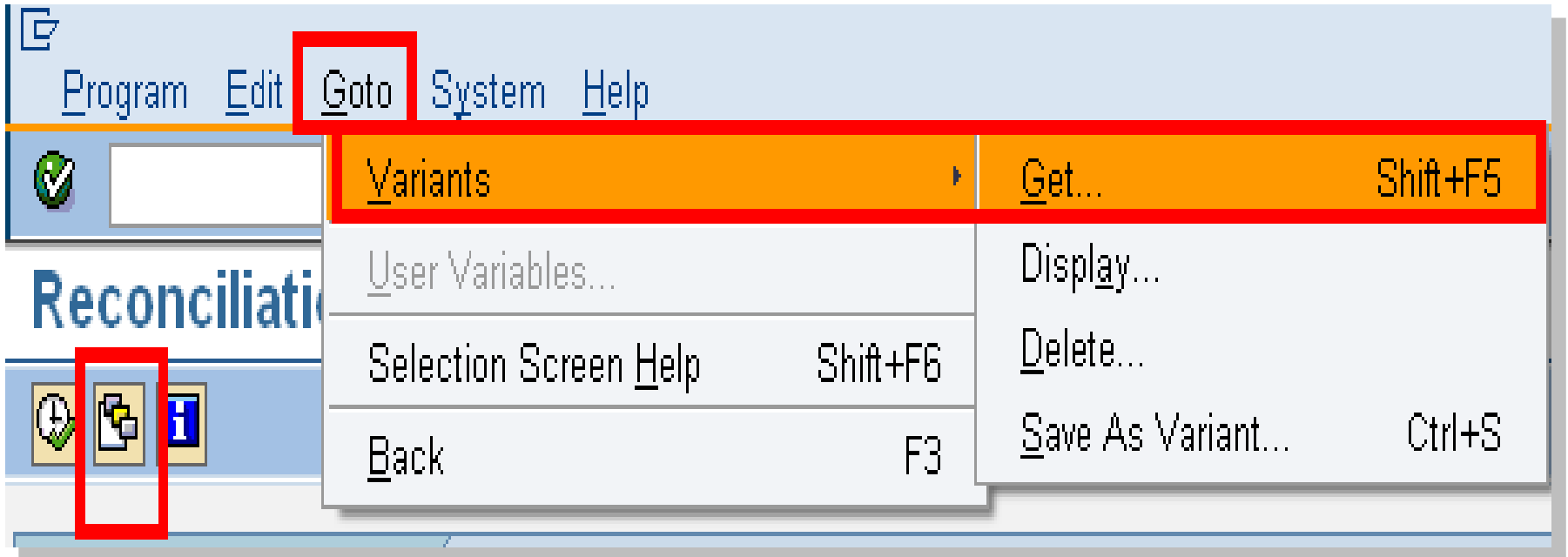



Remittance Detail Report

- *Use to provide a list of warrants that are not mailed out centrally by OFM.*
- *This can act as the agencies Miscellaneous Deduction Register (MDR).*
- Refer to the OLQR User Procedure: **3rd Party Reconciliation**
- Access the Remittance Detail Report using the transaction code **PC00_M99_URMR**


Retrieve a Variant

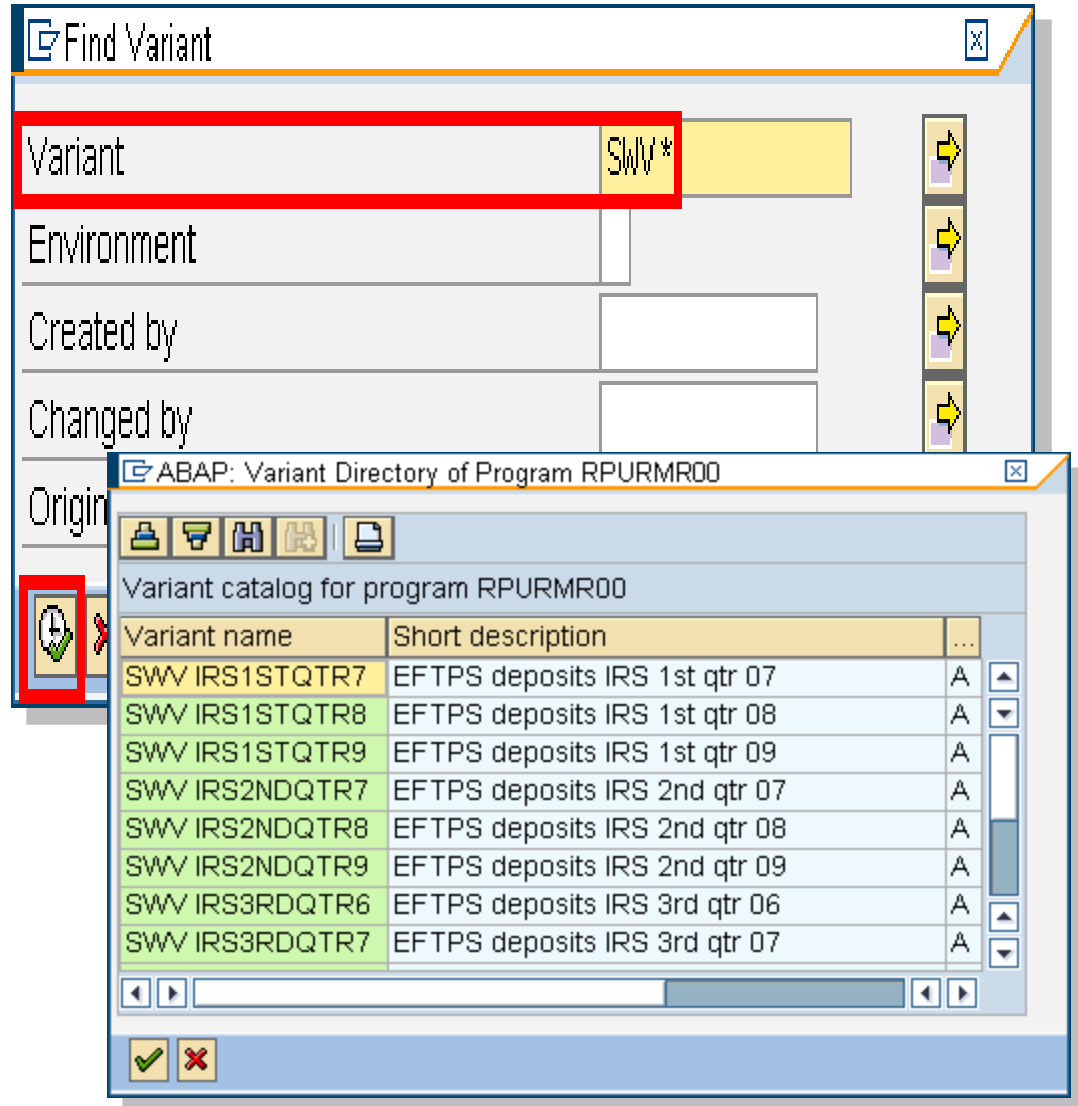
1. To retrieve a variant from the report screen click **Goto** → **Variants** → **Get**



Note: You can also click Shift + F5 or click the  (**Get Variant**) button to retrieve a variant.

Retrieve a Variant

2. Remove your name or personnel number in the Created by field.
3. Enter the variant SWV* in the Variant field.
4. Click  (Execute) to execute the search.



The screenshot shows two overlapping SAP windows. The top window is titled 'Find Variant' and contains a form with the following fields: 'Variant' (containing 'SWV*'), 'Environment', 'Created by', and 'Changed by'. The 'Variant' field is highlighted with a red rectangle. The bottom window is titled 'ABAP: Variant Directory of Program RPURMR00' and displays a table of variants. The 'Execute' icon (a green checkmark in a circle) is highlighted with a red rectangle in the bottom-left corner of the 'Find Variant' window.

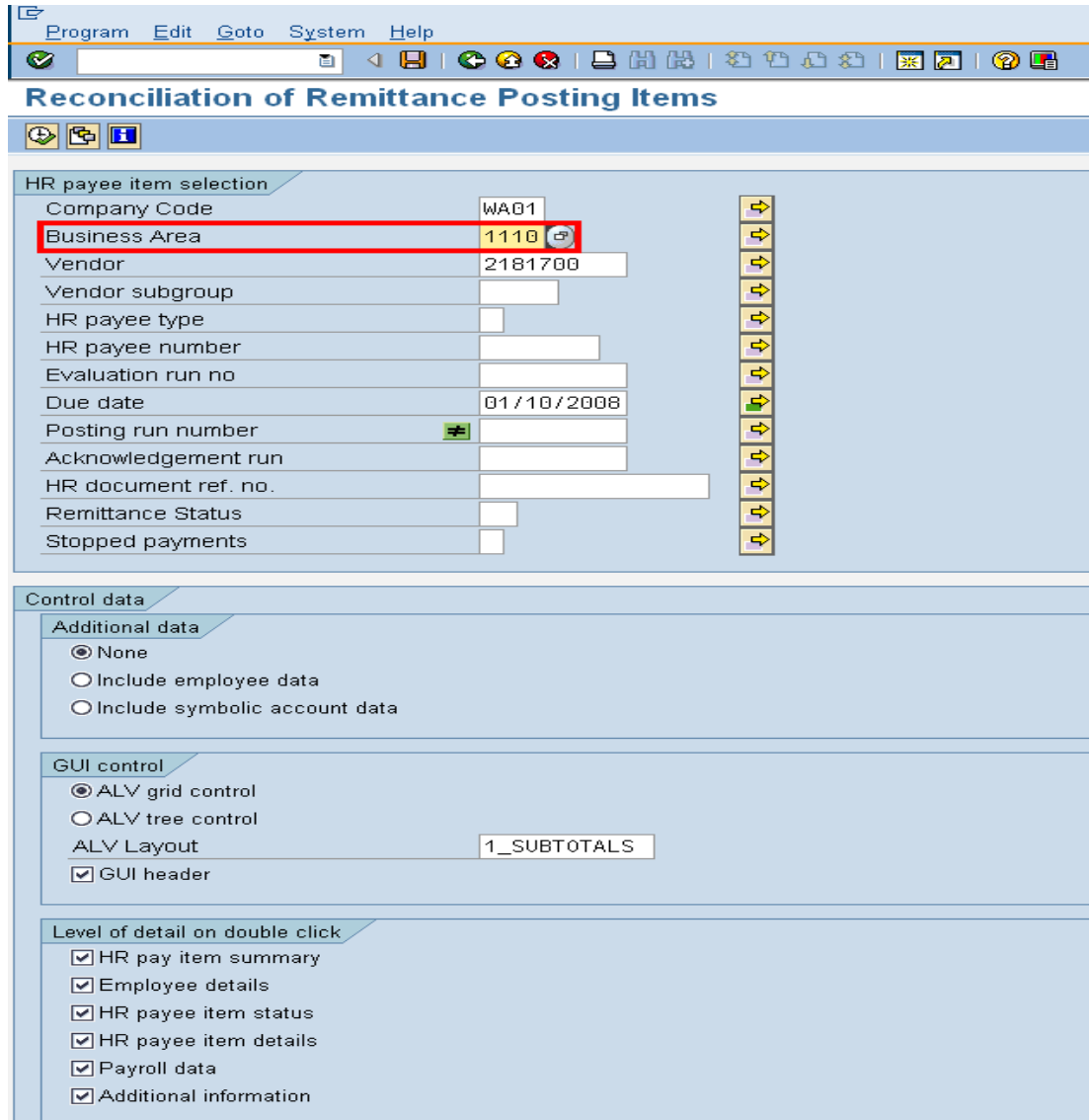
Variant name	Short description	
SWV IRS1STQTR7	EFTPS deposits IRS 1st qtr 07	A
SWV IRS1STQTR8	EFTPS deposits IRS 1st qtr 08	A
SWV IRS1STQTR9	EFTPS deposits IRS 1st qtr 09	A
SWV IRS2NDQTR7	EFTPS deposits IRS 2nd qtr 07	A
SWV IRS2NDQTR8	EFTPS deposits IRS 2nd qtr 08	A
SWV IRS2NDQTR9	EFTPS deposits IRS 2nd qtr 09	A
SWV IRS3RDQTR6	EFTPS deposits IRS 3rd qtr 06	A
SWV IRS3RDQTR7	EFTPS deposits IRS 3rd qtr 07	A

Remittance Detail Report

■ Fields to complete:

- Company Code
- Business Area
- Vendor
- Due Date

- Click  (**Execute**) to generate the report.



The screenshot shows the 'Reconciliation of Remittance Posting Items' dialog box in SAP. The 'HR payee item selection' section contains the following fields:

Field	Value
Company Code	WAB1
Business Area	1110
Vendor	2181700
Vendor subgroup	
HR payee type	
HR payee number	
Evaluation run no	
Due date	01/10/2008
Posting run number	
Acknowledgement run	
HR document ref. no.	
Remittance Status	
Stopped payments	

The 'Control data' section contains the following options:

- Additional data**
 - ☒ None
 - ☐ Include employee data
 - ☐ Include symbolic account data
- GUI control**
 - ☒ ALV grid control
 - ☐ ALV tree control
 - ALV Layout: 1_SUBTOTALS
 - ☒ GUI header
- Level of detail on double click**
 - ☒ HR pay item summary
 - ☒ Employee details
 - ☒ HR payee item status
 - ☒ HR payee item details
 - ☒ Payroll data
 - ☒ Additional information

Remittance Detail Report

Reconciliation Edit Goto System Help

Remittance Detail - Overview

HR payee items

Co...	BusA	Vendor	HR PType	HR payee	EvalRun	...	Amount	Crcy	Payday	Due	TranDate
W...	1110	2181700	2	1	411	<input type="checkbox"/>		USD	04/10/2007	04/10/2007	04/05/2007
	1110		2	2	411	<input type="checkbox"/>		USD	04/10/2007	04/10/2007	04/05/2007
	1110		2	3	411	<input type="checkbox"/>		USD	04/10/2007	04/10/2007	04/05/2007
	1110		2	4	411	<input type="checkbox"/>		USD	04/10/2007	04/10/2007	04/05/2007
	1110		2	5	411	<input type="checkbox"/>		USD	04/10/2007	04/10/2007	04/05/2007
								USD			
	1110		2	1	421	<input type="checkbox"/>		USD	04/25/2007	04/25/2007	04/19/2007
	1110		2	2	421	<input type="checkbox"/>		USD	04/25/2007	04/25/2007	04/19/2007
	1110		2	3	421	<input type="checkbox"/>		USD	04/25/2007	04/25/2007	04/19/2007

- Print this report by Vendor number to send as the MDR with the warrant.
- To view the report detail double click on the dark yellow line numbers.

Remittance Detail

■ Agencies can print the remittance detail and send to vendors along with their payments

■ Displays:

- Vendor Name
- Amount being sent
- Due Date
- Number of employees
- Employee's personnel number
- SSN
- Amount being paid by each employee

Text Edit Goto System Help

Print Preview of LOCL Page 00001 of 00010

SAP System

Remittance Detail Report

Remittance summary

<i>HR payee item</i>	
Company Code	WA01 STATE OF WASHINGTON
Company Name	STATE OF WASHINGTON
Vendor	2181700 EFTPS IRS Payment for W/H Ta
Vendor name	EFTPS IRS Payment for W/H Ta
Name 2	EFTPS - PAYROLL TAX DEPOSITS
Name 3	OGDEN SERVICE CENTER
Street	
Po Box	
City	OGDEN
Region	UT
Postal Code	84201
Reference Document	HR 0073100000
Business Area	1110
HR payee type	2 Tax payee(s)
HR payee number	00000003 ER OASDI
HR payee	ER OASDI
Evaluation run no	0000000681
Payment amount	34,653.77 USD
Currency	USD
Due date	01/10/2008

Employee details

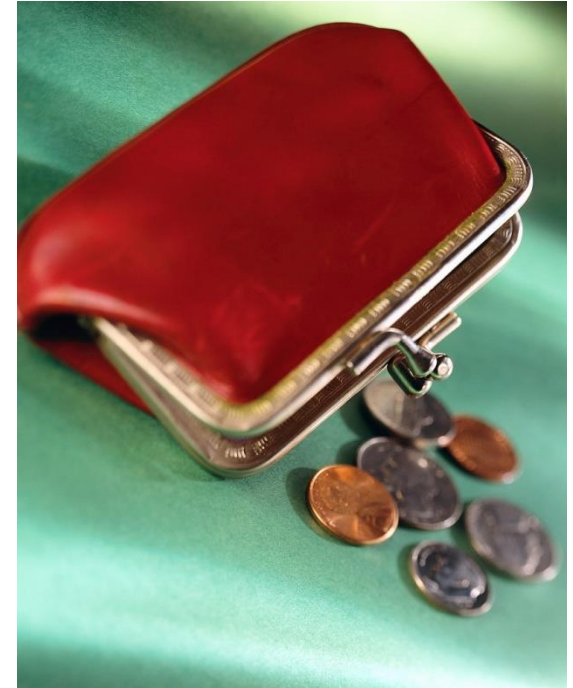
Number of employees	000229
---------------------	--------

Employee	Social Security No.	Amount
000133		147.68
000199		198.74
000231		84.75
000261		183.12
000296		177.10
000378		130.67
000423		148.55



Employee names and social security numbers have been removed to protect confidentiality

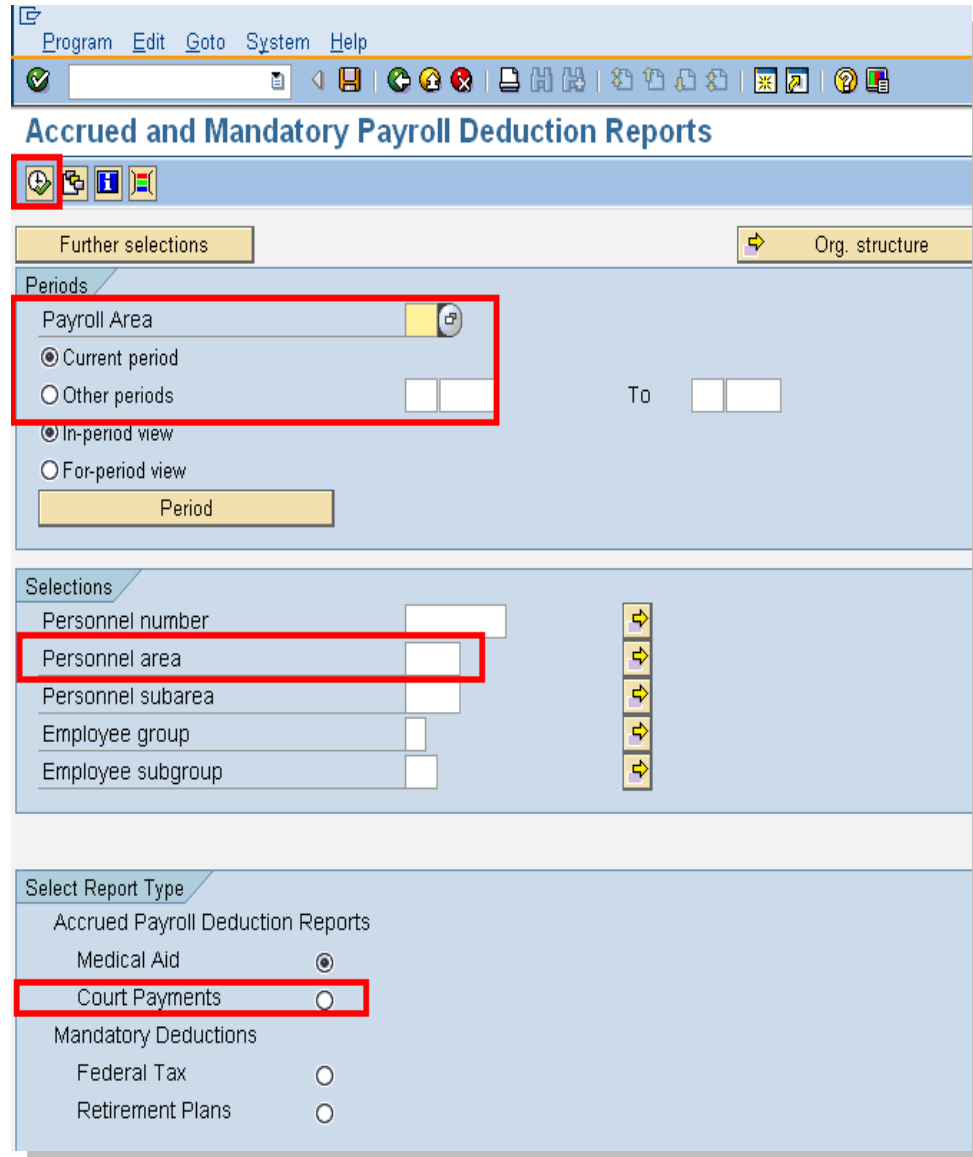
Accrued and Mandatory Payroll Deduction Reports

- Used to show:
 - Medical aid and industrial insurance
 - Court payments
 - Social Security and Medicare for both employees and employer
 - Retirement summaries by plan
- Refer to the OLQR User Procedure:
[Accrued and Mandatory Payroll Deductions](#)
- Access this report by using the transaction code **ZHR_RPTPY010**.



Accrued and Mandatory Payroll Deduction Report

1. Click  to access the screen shown to the right.
2. Enter the *Payroll Area*.
3. Enter the Period to search by:
 - *Current period*
 - *Other periods*
 - *In-period view*
 - *For-period view*
 - Enter values as appropriate.
4. Enter the appropriate selection in the Selections field.
5. Select the *Report Type*.
6. Click  (**Execute**).



Program Edit Goto System Help

Accrued and Mandatory Payroll Deduction Reports

Further selections Org. structure

Periods

Payroll Area

☒ Current period

☐ Other periods

☒ In-period view

☐ For-period view

Period

Selections

Personnel number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Select Report Type

Accrued Payroll Deduction Reports

Medical Aid

Court Payments

Mandatory Deductions

Federal Tax

Retirement Plans

Accrued and Mandatory Payroll Deduction Report

Accrued and Mandatory Payroll Deduction Reports		
Report ID: ZHR_RPTPY010 User : KELLYW		State of Washington - HRMS Accrued and Mandatory Payroll Deductions
		Run Date: 12/01/2008 Page : 1
Pay Date 10/24/2008	Court Payment Accruals	Pay Period 10/01/2008 - 10/15/2008
Personnel Area Warrant Register	1950 Liquor Control Board P0820	
Employee Court Payments		Employee Total
3005 — Garnish: Writs		1,600.93
TOTAL:		1,600.93

This report displays the employee court payments for the selected period.

HRMS Activity



**View Accrued and Mandatory Deduction Report
Exercise**



Summary

- Throughout this course, you have learned to:
 - Identify new terms and concepts specific to Garnishments
 - The process of flow of garnishments
 - Roles that relate to Garnishment processing
 - Create a garnishment
 - Make adjustments to a garnishment
 - Release a garnishment
 - View reports



Question and Answer



Resources

■ *The following resources are available for your use:*

- DES Service Center– (360) 664–6400
 - ServiceCenter@dop.wa.gov
- The Attorney Generals Office Web site
 - <http://www.atg.wa.gov>
- The Office of Financial Management
 - <http://www.ofm.wa.gov>
- The Department of Retirement Services
 - <http://www.drs.wa.gov>
- The On-Line Quick Reference
 - <http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

